

# E-rate Form 471 for Category Two: Funding Year 2019

**Tuesday, January 29**  
**10:00 to 11:30 ET**  
**(9:00 to 10:30 CT)**

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# Presentation Contents

- [Important Dates & Eligible Services – slides 5-13](#)
- [Discount Rate – slides 14-16](#)
- [Category Two Budgets – slides 17-23](#)
- [Cat2 Bid Evaluations – slides 24-31](#)
- [Cat2 Contract Examples – slides 32-37](#)
- [Contract Records – slides 38-55](#)
- [Form 471 Walkthrough – slides 56-142](#)
  - [Basic Information and Entity Information – slides 59-66](#)
  - [Internal Connections – Network Upgrades – slides 67-88](#)
  - [Basic Maintenance of Internal Connections – slides 89-105](#)
  - [Managed Internal Broadband Services under continuing contract – slides 106-124](#)
  - [Review and Certification – slides 125-131](#)
  - [After You've Certified – slides 131-142](#)
- [Post-Commitment Changes – slides 143-148](#)
- [Wrap-Up – slides 149-153](#)

# Disclaimers (1/2)



- This presentation represents my unofficial interpretation of the FCC's E-rate rules and regulations. Official guidance can only come from the FCC and USAC.
- USAC may update the application portal or the procedures after today's presentation. What I present is correct to the best of my knowledge, but what you see in EPC may be different.

# Disclaimers (2/2)

- **KDLA does not endorse particular vendors or brands. Some brands, model numbers, and SKUs are shown in this presentation and/or sample documents in order to demonstrate best practices for E-rate form filing.**

# **Important Dates & Eligible Services Slides 5-13**








[Return to Presentation Contents \(slide 2\)](#)

# The Form 471 in Context

- On the Form 470, applicants make *service requests* – vendors submit competitive bids for at least 28 calendar days so that your library can choose the most cost-effective solutions for its needs
- On the Form 471, applicants make *funding requests* for discounts on E-rate eligible services that were selected through a Form 470 competitive bidding process (unless exempted by FCC rules).
- **ALL APPLICANTS** must file a Form 471 every year to receive discounts.
- Must file separate Forms 471 for Category One & Category Two
- Deadline: **Wednesday, March 27<sup>th</sup> at 11:59 p.m. ET**

# The E-rate Process

## E-rate Funding Years – Dates to Remember

KDLA E-rate support: Lauren Abner <a href="mailto:lauren.abner@ky.gov">lauren.abner@ky.gov</a> or 502-564-1728	Application Process			Recurring Services		Non-Recurring Services	
	Form 470 – Competitive Bidding 	Form 471 – Application to Request Discounts 	Form 486 – Service Start Date + CIPA Certification 	Service Dates for Category One or Two 	Invoicing Deadline (BEAR/472) 	Service Dates for Category Two Purchase/Installation 	Invoicing Deadline (BEAR/472) 
<b>Funding Year 2019</b> (FY 2019-20)	<b>Feb 27, 2019</b> Deadline to open bidding process with Form 470	<b>January 16 to March 27, 2019</b> Form 471 filing window	120 days from: FCDL or Service Start Date (whichever is later)	<b>July 1, 2019 to June 30, 2020</b>	October 28, 2020	April 1, 2019 To Sept. 30, 2020	January 28, 2021
<b>Notes</b>	Most libraries open competitive bidding each year and must wait at least 28 calendar days to select vendor(s).	All libraries must file the Form 471 <b>every year</b> to receive a funding commitment.	All libraries must file the Form 486 to release funding for invoicing; FCDL = Funding Commitment Decision Letter	Both Category One and Two services may be recurring (ex: monthly internet)	May request one 120-day extension by the deadline	Non-recurring = one-time purchases such as network equipment	May request one 120-day extension by the deadline

<https://kdla.ky.gov/librarians/programs/e-rate/Documents/E-rate%20Process%20-%20Dates%20to%20Remember.pdf>

# What Qualifies for E-rate?

- **The full E-rate Eligible Services List (ESL) can be downloaded from the USAC website:**  
<http://www.usac.org/sl/applicants/beforeyoubegin/eligible-services-list.aspx>
- **Eligible services are separated into two broad categories:**
  - Category One: Connectivity to the Building
  - Category Two: Connectivity to the Device



# Category Two (1/2)

## Internal Connections

- **Cabling** (bulk cabling, drops, patch cables, cabling installation/removal)
- **Switches** (hardware, licenses, transceivers, other modules)
- **Routers†** (hardware\*\*, licenses\*\*, transceivers, other modules)
- **Wireless Access points** (hardware, license)
- **Wireless controller systems**
- **Firewalls** (hardware, licenses\*\*)
- **UPS (Uninterruptible Power Supply/battery backup)\*\***
- **Racks\*\***
- **Caching services or equipment**
- **Antennas, connectors, & related components**
- **Software supporting components on the list used to distribute broadband through the library**
- **[See Slide 78 for tables with the Types of Internal Connections & Types of Products on the Form 471](#)**

**Funding Year 2019**

**Early Installation:**

**April 1, 2019**

**Late Installation:**

**September 30, 2020.**

**These eligible functions can be virtualized in the cloud or combined in equipment (like routing and switching).**

\*\*Some restrictions apply depending on usage, ineligible security components, etc.

† For a router leased from the internet service provider, your library may need to bid for Category Two Internal Connections for Function: Router. See 'Configuration Examples' section of USAC's [On-Premise Category One Equipment page](#) & Q9 of [FAQs: Eligible Fiber Services](#)

# Category Two (2/2)

## •Basic Maintenance of Internal Connections

- Repair and upkeep of eligible hardware (even if not purchased through E-rate)
- Wire and cable maintenance
- Configuration changes
- Basic technical support including online and telephone based technical support
- Software upgrades and patches including bug fixes and security patches

## •Managed Internal Broadband Services (MIBS)

- 3<sup>rd</sup> party operation, management, and monitoring of eligible broadband internal connections (ex: managed Wi-Fi)



Funds for Learning has a good explanation of [Basic Maintenance of Internal Connections \(BMIC\)](#).

# Miscellaneous

- May fall under Category One or Two:
  - Some taxes, surcharges, and other similar, reasonable charges
    - Federal Access Recovery Charge on internet invoices – permissible charge for use of a local carriers network; not all ISPs charge this
    - USF fees on internet invoices - “customer charges for universal service fees, but do not include additional charges for universal service administration” – FY 2019 Eligible Services List
  - Rental or lease fees for eligible components
  - Shipping
  - Training – only for new equipment purchased with Cat2 funds
  - Installation and configuration
    - May be performed by a 3<sup>rd</sup> party rather than the vendor who sold the equipment

# Duplicative services

- E-rate does **not** provide discounts for services that are considered duplicative (i.e. redundant, backup, or failover). Example: Category Two network equipment that is purchased as a backup in case the library's current equipment stops working
- If your library receives an E-rate funding commitment for FY 2019 Category Two Internal Connections, the equipment needs to be installed by September 30, 2020. Use the equipment or lose the funding!
- Citation: §22 of the [Second Report and Order and Further Notice of Proposed Rulemaking for the E-rate program](#) addresses duplicative services:
- “*Funding of Duplicative Services* In the *Universal Service Order*, the Commission indicated that an applicant's request for discounts should be based on the reasonable needs and resources of the applicant, and bids for services should be evaluated based on cost-effectiveness. Pursuant to this requirement, the Administrator has denied discounts for duplicative services. *Duplicative services are services that deliver the same functionality to the same population in the same location during the same period of time.* We emphasize that *requests for discounts for duplicative services will be rejected* on the basis that such applications cannot demonstrate, as required by our rules, that that they are reasonable or cost effective.” *[emphasis mine]*

# CIPA compliance

- **Children's Internet Protection Act (CIPA) compliance:**
  - **Necessary if requesting E-rate discounts for Internet Access or any Category Two products & services**
    - *Exception: CIPA compliance not required when requesting Telecommunications services only (ex: transport only for WAN circuit between library branches)*
  - **3 elements of compliance:**
    - Technology Protection Measure (filter)
    - Internet Safety Policy
    - Public Meeting prior to adopting Internet Safety Policy
  - **View archived training from KDLA – check E-rate section:**  
<https://kdla.ky.gov/librarians/staffdevelopment/kdlaarchivedwebinars/Pages/default.aspx>

# Discount Rate

## Slides 14-16

Before you start the Form 471, make sure the profile shows the FY 2019 discount rate.

[Return to Presentation Contents \(slide 2\)](#)

# Review Discount Rate

Records / Applicant Entities

## #208 - Pioneer County Public Library System



[Summary](#) [Customer Service](#) [Modifications](#) [Additional Information](#) **[Discount Rate](#)** [Contracts](#) [FCC Forms](#) [FRN Appeals](#) [News](#) [Related Actions](#)

### Requested Discount Rate - Pioneer County Public Library System (BEN: 208) - FY2019

More than 50 percent of your library outlets/branches must be rural for the library system to be considered rural.

This discount rate has not been approved for the current year

Associated School District Full-time Enrollment	Associated School District NSLP Count	Associated School District NSLP Percentage	Library System Urban/Rural Status	Category One Discount Rate	Category Two Discount Rate
801	664	83%	Rural	90%	85%

[HIDE ADDITIONAL INFORMATION](#)

**From My Landing Page, click on the link for your library or library system. Change to the Discount Rate in the horizontal menu. If you see an error message, contact the KDLA Technology Consultant for assistance. Your discount rate may change from one Funding Year to the next depending on what your local school district enters for free/reduced lunch enrollment.**

# Discount Matrix

**Discounts are similar for Category One and Category Two eligible services, but Category Two is capped at 85% for the top discount bracket.**

INCOME Measured by % of students eligible for the National School Lunch Program (NSLP)	CATEGORY ONE (C1)		CATEGORY TWO (C2)	
	URBAN Discount	RURAL Discount	URBAN Discount	RURAL Discount
Less than 1%	20%	25%	20%	25%
1% to 19%	40%	50%	40%	50%
20% to 34%	50%	60%	50%	60%
35% to 49%	60%	70%	60%	70%
50% to 74%	80%	80%	80%	80%
75% to 100%	90%	90%	85%	85%



# Category Two Budgets

## Slides 17-23

How much funding can your library expect?

[Return to Presentation Contents \(slide 2\)](#)

# How much Cat2 can my library request? (1/2)

- The Category Two budget for eligible library branches is based on square footage and determines the maximum *pre-discount* cost for eligible services on which the library can request E-rate discounts
  - Includes eligible kiosks and bookmobiles
  - **Excludes** administrative-only branches (called non-instructional facilities or NIFs)
  - KDLA determines the [eligibility definitions](#) for Kentucky public library branches

# How much Cat2 can my library request? (2/2)

**For FY 2018, the Cat2 budget capped at \$2.395557 per square foot for most library branches; the FCC will announce the FY 2019 inflation adjustment in early 2019.**

- Some branches in densely-populated areas receive \$5.20773 per square foot (see next slide)
- Minimum budget per branch is currently \$9,582.23 for branches with less than 4,000 sq. ft.
- Each budget covers a 5-year period and is specific to each branch
  - Exception: The costs for equipment/services shared by multiple branches will be divided between the branches for which support is sought.
- Budgets can be used all in 1 funding year or used over several funding years

# Branches with \$5.21/sq ft

Based on most recent IMLS library outlet [survey data](#);  
branch must have Locale Code 11, 12, or 21

COUNTY	BRANCH NAME
BOONE	SCHEBEN BRANCH LIBRARY
BOONE	BOONE COUNTY PUBLIC LIBRARY
BOONE	LENTS BRANCH
BOONE	WALTON BRANCH
BOONE	FLORENCE BRANCH
BULLITT	RIDGWAY MEMORIAL LIBRARY
BULLITT	MOUNT WASHINGTON BRANCH LIBRARY
BULLITT	HILLVIEW LIBRARY
CAMPBELL	COLD SPRING BRANCH
CAMPBELL	NEWPORT BRANCH
CAMPBELL	PHILIP N. CARRICO (FT THOMAS) BRANCH
FAYETTE	LEXINGTON PUBLIC LIBRARY
FAYETTE	TATES CREEK BRANCH
FAYETTE	NORTHSIDE BRANCH
FAYETTE	EASTSIDE BRANCH
FAYETTE	BEAUMONT BRANCH
FAYETTE	VILLAGE BRANCH
JEFFERSON	LOUISVILLE FREE PUBLIC LIBRARY
JEFFERSON	BON AIR REGIONAL BRANCH
JEFFERSON	CRESCENT HILL BRANCH
JEFFERSON	HIGHLANDS-SHELBY PARK BRANCH

COUNTY	BRANCH NAME
JEFFERSON	MIDDLETOWN BRANCH
JEFFERSON	IROQUOIS BRANCH
JEFFERSON	JEFFERSONTOWN BRANCH
JEFFERSON	OKOLONA BRANCH
JEFFERSON	PORTLAND BRANCH
JEFFERSON	SHAWNEE BRANCH
JEFFERSON	WESTERN BRANCH
JEFFERSON	LOUISVILLE FREE PUBLIC LIBRARY
JEFFERSON	FERN CREEK BRANCH
JEFFERSON	SAINT MATTHEWS/ELINE BRANCH
JEFFERSON	SHIVELY/NEWMAN BRANCH
JEFFERSON	SOUTHWEST REGIONAL BRANCH
JEFFERSON	WESTPORT BRANCH
JEFFERSON	FAIRDALE BRANCH
JEFFERSON	NEWBURG BRANCH
KENTON	MARY ANN MONGAN LIBRARY
KENTON	ERLANGER BRANCH
KENTON	WILLIAM E. DURR BRANCH
OLDHAM	MAHAN-OLDHAM COUNTY LIBRARY
OLDHAM	SOUTH OLDHAM LIBRARY
OLDHAM	OLDHAM COUNTY PUBLIC LIBRARY

# What **reduces** my Cat2 budget(s)?

- **Cat2 budget is reduced when Cat2 funding is committed.** Even if the library doesn't purchase the products/services or doesn't file the invoicing paperwork for the E-rate discount, the Cat2 budget is still reduced.
  - **Can file a [Form 500](#) to return unused C2 funding – ask KDLA Technology Consultant for help**

# What **increases** my Cat2 budget(s)?

- **Cat2 budget increases when the library gains finished, interior square footage by the service delivery (installation) deadline.**
  - Usually the service delivery deadline for Cat2 is September 30 following the funding year; possible to get an extension due to construction delays
  - Obtain documentation of the anticipated square footage before filing a Form 471 application for Cat2 – blueprints, signed/dated letter from the architect, etc. To receive a Cat2 funding commitment based on this square footage, you will be required to show this documentation during application review.

# Category Two Budget Tools

Records / Applicant Entities

## #210 - Pioneer County Public Library Main Branch



Summary Customer Service Modifications Additional Information **Category Two Budget** Contracts FCC Forms News Related Actions

### Category Two Budget Status

**Note:**

The Category Two Budget calculation reflects FRN data starting in FY 2016.

All budget cycles are displayed but the below results can be sorted using the columns.

Budget cycles as a result of the FCC Hurricane Order 17-139 will be visible after certification of a FCC Form 471 with the Directly Impacted Entity listed as a Recipient of Service on a Category Two FRN.

<input type="checkbox"/>	BEN Name	BEN Number	Budget Cycle Name	C2 Budget Amount	C2 Committed Amount	Remaining Balance	Pending C2 Requested Amount
<input type="checkbox"/>	<a href="#">Pioneer County Public Library Main Branch</a>	210	Budget Cycle 1	\$37,168.00	\$0.00	\$37,168.00	\$140,069.13

Approved and pending Category Two funding from FY 2016 and forward is tracked in each branch's profile in the [E-rate Productivity Center](#): Go to My Landing Page, click on a library branch name, then click on Category Two Budget.

**Caveat:** The FY 2015 Category Two information is found through a separate online tool: <https://sltools.universalservice.org/portal-external/budgetLookup/>. Many factors affect your potential budget for Funding Year 2019—talk to the KDLA Technology Consultant.

# Cat2 Bid Evaluations

## Slides 24-31

Complete before signing contracts & filing the Form 471

[Return to Presentation Contents \(slide 2\)](#)



# Allowable Contract Date

- Applicants must reach the Allowable Contract Date (ACD) before evaluating bids & signing contracts
  - Generally the Allowable Contract Date is 28 calendar days after you filed the Form 470, but may be later if you indicated a different date in an RFP
  - *If you agree to a proposal and/or sign a contract prior to the Allowable Contract Date, that is a competitive bidding violation.*
  - You may continue collecting bids after 28 calendar days unless you stated a firm due date

# Handling Bids

- **Bids in response to the Form 470 (& an accompanying RFP) may include:**
  - **New proposals from the current vendor or potential new vendors**
  - **Current monthly bill (unless requesting sealed bids)**
  - **Relevant State Master Contracts**
- **You should respond to requests for additional information needed to create a responsive bid.**
  - **Be careful not to provide information that would change the scope of the requests**
  - **Spam – generic emails asking you to call or email to request a quote– is not considered a responsive bid and you don't have to respond.**

# Selecting the Winning Vendor(s)

- Must evaluate all responsive bids using cost as the primary factor **(most points assigned to E-rate *eligible* costs)**
- You can also consider other factors at a lower point value.  
Examples:
  - Vendor met Form 470/RFP specifications for the requested service
  - **E-rate *ineligible* costs – often important for Category Two**
  - Vendor is local/in-state
  - Previous experience with the vendor
- If you received only 1 bid, then you should email yourself to memorialize this fact
- You may disqualify certain bids if you stated those disqualification factors in the Form 470/RFP – must be binary (have yes or no answers)
  - *Example: Vendor must have a Service Provider Identification Number (SPIN/Form 498 ID) or the bid will be disqualified.*

# More on C2 Bid Evaluations

- **Some factors you may want to consider on C2 bid evaluations:**
  - **Required features of a product or service that you listed on the Form 470/RFP**
  - **More points to vendors that can provide all services/products requested – possibly use this as a disqualification factor**
  - **Installation – can vendor perform service during timeframe required?**
  - **Invoicing – can the vendor apply the discount to the invoice upfront (SPI invoicing)**

# Example Cat 2 Bid Evaluation

Vendor	Pioneer County Networking Inc.	Pioneer County Network4U
SPIN	14010003	14010002
Total Cost	\$16,894.93	\$18,750.32
E-rate eligible cost (50 points)	50 points – \$16,704.93	45.7 points – \$18,264.32
Eligibility notes	100 percent of networking equipment hardware and licenses; 81% of technical support/warranty package for firewall	100 percent of networking equipment hardware and licenses; 81% of technical support/warranty package for firewall
E-rate ineligible cost (20 points)	20 points – \$190.00	7.8 points – \$486.00
Ineligibility Notes	19% of technical support/warranty package for firewall	19% of technical support/warranty package for firewall
Solution meets library's technical needs (30 points)	30 points – quoted all equipment with same make/model preferences indicated in the RFP	25 points – quote included a firewall that has more features & handles higher bandwidth than the make/model from the RFP (more expensive)
Performed walkthrough (10 points)	10 points	0 points
Total (out of 110 points)	110 points	88.5 points

# Eligibility Questions

- **Check with the vendor or manufacturer to ensure that you understand the E-rate eligibility for the product/service listed on the cost proposal**
  - **Example: Firewalls – while the firewall appliance (hardware) is generally 100% E-rate eligible, the firewall license for content filtering is not. Sometimes the appliance and license are sold as a bundle that is partially eligible – check the SKU.**
    - **When in doubt – list all the SKUs for the firewall components on the 471, but don't be surprised when a particular line item is denied or deemed partially eligible**
  - **Search online for the manufacturer's E-rate page – they sometimes have eligibility lists by SKU or have an email address to contact for eligibility questions**

# **E-rate Document Retention**

- **Document retention – keep these 10 years after the last date for service for Funding Year 2019 (September 30, 2030 for Cat2!):**
  - **The FCC Form 470 and RFP(s), if one is issued**
  - **Questions from potential bidders and your answers**
  - **Copies of winning and losing bids (including disqualified bids)**
  - **Final bid evaluation matrix and any supporting documentation**
  - **The contract, if one is signed.**

# Cat2 Contract Examples

## Slides 32-37

Looking at key features of Category Two contracts

[Return to Presentation Contents \(slide 2\)](#)



# Internal Connections Contracts

- **Brand, model, and SKU (manufacturer part number) for equipment**
- **Line items that show description, quantity, unit cost, and extended cost** – each piece of equipment needs to have its own price rather than a ‘lump sum’ for all the equipment
- **For installation** – location where equipment will be installed
- **Expiration for pricing** – does the pricing extend through at least 6/30/2020 (or 9/30/2020 if late installation is anticipated)?

# BMIC/MIBS Contracts

## For Basic Maintenance of Internal Connections (BMIC) or Managed Internal Broadband Services (MIBS)

- **Service start and end dates** – What period does the contract cover?
- **Is this a multi-year contract?** Does the contract automatically renew or have voluntary extensions?
- **Location(s) for service delivery** – which branches/addresses
- **List of equipment** –contract should specify the make/model & quantity of equipment to be maintained or monitored; sometimes contracts will generically refer to the equipment list provided on the Form 470/RFP

# Signatures Required?

- **For Category Two contracts, vendors vary on whether signatures are required to execute the contract or purchase agreement**
  - **Some vendors require 2 signatures** – one for the Library representative and one for the vendor
  - **Some vendors require 1 signature** – library representative signs the proposal, may need to initial certain options in the contract or initial beside items to remove
  - **Some vendors allow email acceptance (no signatures)** – library representative emails the vendor to indicate acceptance – save that message!

# Contract Examples

- **During live presentation, we'll look at example contracts for each type of Category Two request:**
  - **Internal Connections**
  - **Basic Maintenance of Internal Connections**
  - **Managed Internal Broadband Services (Managed Wi-Fi)**

# SPINs for C2 Vendors

- **In order to receive discounts, your vendor must have a Service Provider Identification Number (SPIN/Form 498 ID)**
  - **Best practice: Make including the SPIN a disqualification factor on the Form 470 or RFP – automatically disqualify bids that don't include the SPIN**
  - **It's possible to file a Form 471 listing a temporary SPIN (143666666), but the temp SPIN must be replaced before you can receive discounts; if Form 471 is denied, an appeal will be required**
  - **In addition to filing paperwork to receive a SPIN (one-time), vendors must also file a Form 473 – Service Provider Annual Certification every funding year for applicants to receive discounts**

# Contract Records

## Slides 38-55

Before filing the Form 471: Sign contracts, create Contract Records on EPC profile

[Return to Presentation Contents \(slide 2\)](#)

# Contract Record Notes (1/2)

- **Before starting the Form 471, you must create records on the library system profile for any services that are purchased under contract rather than month-to-month**
  - **Create nickname for easy searching in EPC** – remember that you may have multiple contracts with the same vendor stored in the [E-rate Productivity Center](#) profile
  - ***Optional: Contract number assigned by vendor*** – note that EPC automatically assigns a Contract ID to serve as a unique identifier in EPC
  - ***Optional: upload copy of contract*** – contract itself must be 1 file; additional documents can be uploaded if relevant
  - **Establishing FCC Form 470 #**

Continues on next  
slide →

# Contract Record Notes (2/2)

- Continued from previous slide:
  - How many bids were received?
  - ***Optional: Account #*** - you may not know the account number if switching to a new vendor; some vendors also assign new account numbers when service is upgraded
  - **Service Provider Identification Number (SPIN/Form 498 ID)**
  - **Contract Award Date – *must be on/after the Allowable Contract Date for the Establishing FCC Form 470***
    - **Careful if you've selected an existing contract during the bid evaluation process** – your Contract Award Date will be the date you memorialized the contract after the evaluations, not the original award date.



# Library System Profile in EPC

## My Landing Page



Training

Universal Service  
Administrative Co.

[Funding Request Report](#) | [FCC Form 470](#) | [FCC Form 471](#) | [FCC Form 486](#) |  
[Appeal](#) | [FCC Form 500](#) | [SPIN Change](#) | [Service Substitution](#) | [Hurricane](#)  
[Impact Designation](#) | [Manage Users](#) | [Manage Organizations](#) | [USAC Website](#)  
[Contact Us](#) | [Help](#)

Welcome, [Pioneer County Public Library System!](#)

## Notifications

Notification Type

Please select a value

Status ? ☒ All

☐ Generated

Funding Year

-- Select a Funding Year --

Notification	Description	Issue

From My Landing Page, click on the name of your library system. It appears below the USAC logo and as the first link in the My Entities section.

## My Entities

Entity	Entity Number	City	State	Zip Code
<a href="#">Pioneer County Public Library System</a>	208	Boonesburg	KY	41700
<a href="#">Loganville Branch Library</a>	209	Loganville	KY	41800
<a href="#">Pioneer County Public Library Main Branch</a>	210	Boonesburg	KY	41700

# Contracts Section of Profile

Records / Applicant Entities

## #208 - Pioneer County Public Library System



CREATE A NEW USER

ADD OR REMOVE EXISTING USERS

MANAGE USER PERMISSIONS



Summary

Customer Service

Modifications

Additional Information

Discount Rate

Contracts

FCC Forms

FRN Appeals

News

Related Actions

### Organization Details

**Name** Pioneer County Public Library System

**Entity Number** 208

**FCC Registration Number** 0123456789

**Applicant Type** Library System

**Status** Active

### Contact Information

**Physical Address** 100 Main Street  
Boonesburg, KY 41700

**Mailing Address** 100 Main Street  
Boonesburg, KY 41700

### Account Administrator

**Name** Lauren Abner

From My Landing Page, the library system profile will open on the Summary page. Look in the horizontal menu row and click on Contracts to open that section of the profile.

# Manage Contracts (1/2)

Records / Applicant Entities

## #208 - Pioneer County Public Library System



Summary Customer Service Modifications Additional Information Discount Rate **Contracts** FCC Forms FRN Appeals News Related Actions

### Submitted Contracts

Contract ID	Contract Number	Contract Nickname	Award Date	
4929	n/a	Basic Maintenance Contract 2018-2020	1/21/2018	View
4928	n/a	2018 Category		View
4837	52816	Pioneer County		View
4833	52816	Pioneer County		View
4434	123456789	new cat2		View

of 16 >

The Contracts section will show any Submitted Contracts created in the library system profile since FY 2016. Click on the Manage Contracts button to create a new contract.

**Caution! EPC will not allow you to edit or delete contract records. Enter data carefully. If you made mistakes in a submitted contract, you must create a new contract record in EPC to link to your funding requests.**

# Manage Contracts (2/2)

Records / Applicant Entities

## #208 - Pioneer County Public Library System



Summary Customer Service Modifications Additional Information Discount Rate Contracts FCC Forms FRN Appeals News **Related Actions**

### Manage Contracts

#### Contracts - Pioneer County Public Library System (BEN: 208)

Use the dropdown to select the type of contract you would like to edit or remove. Click the Add a New Contract button at any time to create a new contract for your organization.

**Contract Type** My Contract Drafts ▼

My Contract Drafts Submitted Contracts

You have no contracts. My Contract Drafts

[Add a New Contract](#) button to create a new contract.

**Change the Contract Type dropdown to view your draft contracts or submitted contracts. Only draft contracts may be edited or deleted.**

**ADD A NEW CONTRACT** [EDIT](#) [DELETE](#)

**Click on Add a New Contract to start a new contract record.**

# Create Contract (1/11)

## Create Contract

Pioneer County Public Library System (BEN: 208) - Pioneer County Telecom Internet for Main Branch 2019-2022 - Contract ID #

Contract Information    Establishing FCC Form 470    Service Provider    Contract Dates    Pricing/Confidentiality    Confirmation

Here you will enter preliminary information about this contract, as well as your

### Contract Information

Enter a nickname to easily identify this contract ? \*

Pioneer County Telecom Internet for Main Branch 2019-2022

Contract Number ?

ABC123#

**Enter a nickname for your contract – be specific because your library may have multiple contracts with the same vendor from FY 2016 and forward. Then click on Save & Continue.**

**Optional: Contract Number assigned by your vendor. Sometimes the contract number is the same as the quote or proposal number.**

CANCEL    CLOSE    SAVE & CONTINUE

# Create Contract (2/11)

Contract Information

Establishing FCC Form 470

Service Provider

Contract Dates

Pricing Confidentiality

Confirmation

Here you will have the option to upload contract documents, including a description of each document.

## Contract Information

Contract ID #5313

Would you like to upload a copy of your contract?

YES ✓

NO

Contract Document Upload

Please upload and describe each document related to your contract.

 **Pioneer County Telecom Internet 2019**  
PDF – 257.08 KB

UPLOAD

Drop file here

BACK

Optional: enter description to help you remember important details of this contract

Describe this contract document.

Main Branch internet contract July 2019 through June 2022 with 2 additional 1-year voluntary extensions (June 2024)

Describe this contract document.

Uploading a copy of the contract is optional but can save time during application review. The uploaded copy should show the signatures required to execute the contract (if needed). I do NOT recommend uploading if you memorialized an existing contract to give it a new Contract Award Date for E-rate purposes.

46

# Create Contract (3/11)

Contract Information

Establishing FCC Form 470

Service Provider

Contract Dates

Pricing Confidentiality

Confirmation

Here you will answer additional questions about this contract.

**Contract Information**

Is this contract based on a State Master Contract? ⓘ

Is this contract based on a multiple award schedule? ⓘ

**Most libraries will answer No to both questions about state master contracts and multiple award schedule contracts. Exception: purchasing internet/transport service from the KIH3 state master contract.**

# Create Contract (4/11)

Most libraries will answer No to both questions about piggybacking. Piggybacking means that one applicant has set up a contract that other applicants can purchase from.

Contract Information

Establishing FCC Form 470

Service Provider

Here you will answer additional questions about this contract.

## Contract Information

Can other applicants piggy back off this contract? ?

YES

NO ✓

Was this contract originally created by another applicant, and you then piggy backed off their contract? ?

YES

NO ✓

BACK

CANCEL

SAVE & CLOSE

SAVE & CONTINUE



# Create Contract (5/11)

Pioneer County Public Library System (BE)  
Branch 2019-2022 - Contract ID #5313

Last Saved: 1/21/2019 8:53 PM EST

Contract Information

Establishing FCC Form  
470

Service

Click Yes to indicate that a Form 470 was posted and enter how many bids were received for the services covered by the contract in response to the Form 470.

Here you can use the search tool below to associate an FCC Form 470 with this contract.

## Establishing FCC Form 470

Was an FCC Form 470 posted for the product and/or services you are requesting?

YES ✓

NO

How many bids were received? ⓘ \*

2

Enter the number of bids that you received for this product or service.

Was your FCC Form 470 posted prior to Funding Year 2016?

YES

NO ✓

For new contracts created in response to FY 2019 Forms 470, you should answer No to this question. If the contract was created in FY 2015 or earlier, answer Yes to manually enter the Form 470 #.

Use the search tool below to find the establishing FCC Form 470.

Remember that the services in the contract had to be posted on the FCC 470.

## Search FCC Forms 470

Search by FCC Form 470

See next slide for searching for and associating an FCC Form 470 with the contract.

# Create Contract (6/11)

## Search FCC Forms 470

Search by FCC Form 470 Number

Search by BEN

208

The 470 search is set by default to find all contracts associated with your library's Billed Entity Number (BEN), but you can search by 470 # or nickname, as well.

CLEAR FILTERS

SEARCH

<input type="checkbox"/>	FCC Form 470 Number	Nickname	Funding Year	BEN	BEN Name	Allowable Contract Date	Service Type
<input checked="" type="checkbox"/>	190000193	Funding Year 2019 Form 470 Example for Libraries with Monthly Fiber Internet	2019	208	Pioneer County Public Library System	12/18/2018	Data Transmission and/or Internet Access
<input type="checkbox"/>	190000191	Funding Year 2019 Form 470 for Managed Internal Broadband Services (MIBS) or Basic Maintenance of Internal Connections (BMIC) Example	2019	208	Pioneer County Public Library System		
<input type="checkbox"/>	190000190	Funding Year 2019 Form 470 for Basic Maintenance of Internal Connections RFP Example	2019	208	Pioneer County Public Library System		
<input type="checkbox"/>	190000188	Funding Year 2019 RFP for Network Upgrades - Model Procurement Example	2019	208	Pioneer County Public Library System		
<input type="checkbox"/>	190000161					12/5/2018	Connections; Internal Connections; Managed Internal Broadband Services

Click on the column headings to sort the results; use the bottom arrows to see more results.

Check the box by the result for the correct Form 470 #, nickname, Funding Year, and Service Type(s). Note that you cannot select a result if the Allowable Contract has not been reached.

< 6 - 10 of 68 >

BACK

CANCEL

SAVE & CLOSE

SAVE & CONTINUE

# Create Contract (7/11)

Contract Information    Establishing FCC Form 470    **Service Provider**

Here you will associate the service provider listed on the contract.

**Service Provider**

Account Number (e.g., billed telephone number)

502-564-1728

If your service provider has given you one or more Account Numbers, please enter them.

Please select the service provider for this contract using the

**Search Service Providers**

Search by SPIN

14010001

**Search**

<input checked="" type="checkbox"/>	SPIN	Name	Doing Business As	State
<input checked="" type="checkbox"/>	14010001	USAC Service Provider Organization 1		VA

**BACK** **CANCEL** **SAVE & CLOSE** **SAVE & CONTINUE**

If you know the account numbers that will be used for services covered by this contract, list them here. Leave the field blank if you don't know the account numbers yet.

Search for the service provider. I recommend using Search by SPIN rather than the name search because some vendors have multiple SPINs with similar, related company names.

Check the box beside the correct SPIN, then click on Save & Continue.

# Create Contract (8/11)

## Create Contract

Pioneer County Public Library System (BEN: 208) - Pioneer County Telecom Internet for Main Branch  
2019-2022 - Contract ID #5313

Last Saved: 1/21/2019 9:09 PM EST

Check Yes if the contract covers more than one year of service.

Contract Information

Establishing FCC Form 4

Service Provider

Contract Dates

Pricing Confidentiality

Confirmation

Here you will answer additional questions about the dates on your contract.

### Contract Dates

Is this a multi-year contract?

YES ✓

NO

What is the date you awarded your contract? \*

01/18/2019

January 2019

SUN	MON	TUE	WED	THU	FRI	SAT
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9
TODAY						CLEAR

SAVE & CLOSE

SAVE & CONTINUE

Enter the Contract Award Date.  
Usually, this is the date when both parties (library and vendor) have signed to execute the contract. Save & Continue.

# Create Contract (9/11)

Contract Information

Establishing FCC Form 470

Service Provider

Contract Dates

Pricing Confidentiality

Confirmation

Here you will answer additional questions about voluntary extensions on your contract

## Contract Dates

Does this contract include voluntary extensions?

YES ✓

NO

If you indicate that the contract has voluntary extensions, you'll see options to enter more details. Most libraries don't have contracts with voluntary extensions.

**Automatic renewals ≠ voluntary extensions.**

What is the contract expiration date if all extensions are exercised? \*

06/20/2024

How many extensions are left on the contract? \*

2

Enter the number of voluntary extensions that you could still exercise on this contract.

What is the total remaining length of the contract if you exercised all extensions (in months)? \*

60

Enter the number of months that would remain in the contract if you exercised all voluntary extensions.

In this example, the library has a contract for 3 years (36 months) with two voluntary 1-year extensions, which means the total length of the contract with both extensions is 60 months.

# Create Contract (10/11)

Contract Information

Establishing FCC Form 470

Here you will answer additional questions about applying for this contract.

## Pricing Confidentiality

Is there a statute, rule, or other restriction which prohibits publication of the specific pricing information for this contract?

You will likely answer no to this question. Under E-rate modernization, pricing confidentiality is permitted only in limited circumstances.

# Create Contract (11/11)

## Create Contract: Confirmation

### Pioneer County Public Library System (BEN: 208) - Pioneer County Telecom Internet for Main Branch 2019-2022 - Contract ID #5313

Last Saved: 1/21/2019 9:18 PM EST

Contract Information   Establishing FCC Form 470   Service Provider   Contract Dates   Pricing Confidentiality   **Confirmation**

Please review the information and submit the information below to complete this contract.

#### Contract Information

Nickname: Pioneer County Telecom Internet for Main Branch 2019-2022  
Can Other Applicants Piggy Back Off This Contract? No  
Piggy Backed Off Another Contract? No

Contract ID: 5313  
Contract Number: ABC123#  
Based on a State Master Contract? No  
Based on a Multi-Award Schedule? No

#### Establishing FCC Form 470

Establishing FCC Form 470 #190000193

Number of Records

#### Service Provider

Service Provider: USAC Service Provider Organization 1 (SPIN: 14010001)

Account Number

#### Contract Dates

Include

Multi-Year Contract

Click on the Back button if you need to make edits before completing the contract records.

Review the information you entered before clicking on the Complete button. **Once you click on Complete, you cannot edit or delete the contract record.** If you made a mistake, you'll have to create a new record.

#### Pricing

There is no rule, statute, or other restriction which prohibits publication of the specific pricing information.

#### Supporting Documents

Document	Description
Pioneer County Telecom Internet 2019	Main Branch Internet contract July 2019 through June 2022 with 2 additional 1-year voluntary extensions (June 2024)

BACK

CANCEL

SAVE & CLOSE

COMPLETE

# Form 471 Walkthrough

## Slides 56-142

[Return to Presentation Contents \(slide 2\)](#)



# Guide to Walkthrough Slides

- These walkthrough slides demonstrate the entire Form 471 for Category Two, including examples of adding Funding Request Numbers (FRNs) for all 3 Service Types for Category Two:
  - **Basic Information and Entity Information** – [slides 59-66](#)
  - **Internal Connections – Network Upgrades** – [slides 67-88](#)
  - **Basic Maintenance of Internal Connections** – [slides 89-105](#)
  - **Managed Internal Broadband Services under continuing contract** – [slides 106-124](#)
  - **Review and Certification** – [slides 125-131](#)
  - **After You've Certified** – [slides 132-142](#)

# Contact KDLA for Help

**Please remember that KDLA's Technology Consultant can provide one-on-one assistance for form filing over the phone or through screen sharing: [lauren.abner@ky.gov](mailto:lauren.abner@ky.gov) or (502) 564-1728**

## Basic Information and Entity Information Slides 59-66

[Return to Guide to Walkthrough Slides \(slide 57\)](#)

[Return to Presentation Contents \(slide 2\)](#)

# Starting an FCC Form 471

E-rate Productivity Center URL: <https://portal.usac.org/suite/>

News Tasks Records **Reports** Actions

Applan

## My Landing Page

Training  
**Universal Service  
Administrative Co.**

Welcome, Pioneer County Public Library System!

### Notifications

Notification Type *Please select a value*

Funding Year *-- Select a Funding Year --*

Status ?

[Funding Request Report](#) | [FCC Form 470](#) | [FCC Form 471](#) | [FCC Form 486](#) | [Appeal](#) | [FCC Form 500](#) | [SPIN Change](#) | [Service Substitution](#) | [Hurricane Impact Designation](#) | [Manage Users](#) | [Manage Organizations](#) | [USAC Website](#) | [Contact Us](#) | [Help](#)

Notification	Description	Issued Date	Generated By	Generated On
No items available				

**Start a Form 471 by clicking on the FCC Form 471 link from My Landing Page.**

# Application Nickname

## FCC Form 471 - Funding Year 2019

### Pioneer County Public Library System (BEN: 208) - Funding Year 2019 Category Two application

Last Saved:

Basic Information

Entity Information

Funding Request

Where applicable, we've completed this section of the form based on information from your applicant entity's profile. If you need to change the information, please update your profile first by going to your entity record, and clicking Manage Organization. If you need to change the information, please update your profile first by going to your entity record, and clicking Manage Organization. If you need to change the information, please update your profile first by going to your entity record, and clicking Manage Organization.

FCC Notice Required By The Paperwork Reduction Act (OMB Control No. 3045-0047)

#### Billed Entity Information

Pioneer County Public Library System

100 Main Street

Boonesburg, KY 41700

111-222-3333

Billed Entity Number: 208

FCC Registration Number: 0123456789

Applicant Type: Library System

#### Application Nickname

Please enter an application nickname here. \*

Funding Year 2019 Category Two application

#### FCC Form 471 Help

Show Help

DISCARD FORM

If your Billed Entity Information isn't correct, you'll have to make notes in the narrative on your funding requests because profiles were locked 1/16/19.

Save & Continue to go to the next page

Enter a nickname that will be easy to identify when searching in future years.

SAVE & CONTINUE

# Contact Information

Basic Information

Next, you will identify the individuals assisting in seeking E-rate assistance.

**Consultant Information**

There are currently no consultants listed for your organization. Click here to add a consultant.

**Contact Information**

Are you the main contact person?

☒ YES ☐ NO

Lauren Abner  
library.system10.user1@mailinator.com  
502-564-1728

**Holiday / Summer Contact Information**

Lauren Abner  
lauren.abner@ky.gov  
502-564-1728

Please provide any alternate contact information to use during holiday/ vacation period, including the name of the alternate contact person.

**FCC Form 471 Help**

Show Help

**If you aren't the main contact, you can designate another EPC user for your library.**

**ALWAYS** list holiday contact information, even if it's the same as the regular contact info. Otherwise, you risk that USAC will misunderstand that the library is open during the summer—your application review could be delayed.

# Category of Service

Basic Information

Entity Information

Funding Requests

Certify

Next, you will identify the category of service for the product and services you are requesting. If you need help determining the correct category of service, please review the Eligible Services List on the USAC website.

## Category of Service

What is the category of service for the product and services that you are requesting?

You can only select one Category of Service per FCC Form 471. You can submit a second application for the other Category of Service.

CATEGORY 1

- Data Transmission and/or Internet Access

CATEGORY 2 ✓

- Basic Maintenance of Internal Connections
- Internal Connections
- Managed Internal Broadband Services

### FCC Form 471 Help

Show Help

BACK

SAVE & CONTINUE

**You can select only one Category of Service on each Form 471. Once you hit the Save & Continue button, you cannot change your selection.**

# Entity Information

Basic Information

Entity Information

Funding Requests

Certify

We've completed this section of the form based on information from your applicant entity's profile. If any of the non-editable information is incorrect, or you wish to change the information, please update your profile first by going to your entity record, and clicking Manage Organization from the Related Actions menu. If you do not have access to Manage Organization, please contact your applicant entity's account administrator or create a customer service case to request updates to your applicant entity's profile.

## Entity Information

FSCS Code	Urban/Rural Status	School District in which the main branch is located	School District Number in which the main branch is located	Library System Attribute
	Rural	School District 1	145	Public Library System

## FCC Form 471 Help

Show Help

BACK

**This information about your library system is pulled from the E-rate Productivity Center Profile. The FSCS (Federal-State Cooperative System) Code is optional. Save & Continue.**

& SHARE

SAVE & CONTINUE



# Related Entities

Basic Information   **Entity Information**   Funding Requests   Certify

We've completed this information, please review. If you wish to change the information, please click on the "Edit" button. If you do not have access to Manage Entity's profile.

**Related Entities**

Library systems derived from the following entities are not sortable.

Name	Entity Number	FSCS Code*	Locale Code*	Urban/Rural Status*	NIF*	Total square footage of library outlet*	Is this the main branch?*	School District in which the main branch is located*	School District Number in which the main branch is located*	Library Attributes*	Annexes*
Loganville Branch Library	209			Rural	Yes		No				<a href="#">View Annexes</a>
Pioneer County Bookmobile	211			Rural	No	120	No			Public Library, Bookmobile	<a href="#">View Annexes</a>
Pioneer County Public Library Main Branch	210			Rural	No	16000	Yes	School District 1	145	Public Library, Main Branch	<a href="#">View Annexes</a>

**FCC Form 471 Help**

Show Help

[BACK](#) [DISCARD FORM](#) [SAVE & CONTINUE](#)

**If any information about branches is incorrect, you'll have to make notes in the narrative because EPC profiles were locked 1/16/19.**

**Annexes are mostly used by schools. I don't think any Kentucky libraries need to assign annexes.**

# Discount Calculation

Basic Information

Entity Information

Funding Requests

Certify

We've completed this section of the form based on information from your applicant entity's profile. If any of the non-editable information is incorrect, or you wish to change the information, please update your profile first by going to your entity record, and clicking Manage Organization from the Related Actions menu. If you do not have access to Manage Organization, please contact your applicant entity's account administrator or create a customer service case to request updates to your applicant entity's profile.

## Requested Discount Calculation

**More than 50 percent of your library outlets/branches must be rural for the library system to be considered rural.**

This discount rate has not been approved for the current year

Associated School District Full-time Enrollment	Associated School District NSLP Count	Associated School District NSLP Percentage	Library System Urban/Rural Status	Category One Discount Rate	Category Two Discount Rate
801	664	83%	Rural	90%	85%

SHOW ADDITIONAL INFORMATION

## FCC Form 471 Help

Show Help

BACK

DISCARD FORM

**EPC automatically pulls the urban/rural status from your library system's profile and the school lunch data from the appropriate district's profile.**

SAVE & CONTINUE

# Example FRN: Internal Connections

Example of a funding request for network upgrades including cabling, access points, and switch

[Return to Guide to Walkthrough Slides \(slide 57\)](#)

[Return to Presentation Contents \(slide 2\)](#)

# Understanding this FRN

Qty	Description	Unit Price	Ext. Price
5000	Belkin Cat6 cable, gray – part # A7L704-1000	\$0.30	\$1,500.00
2	Tripp Lite 48-Port Cat6 Patch Panel – part #N252-048	\$133.99	\$267.98
2	Panduit J-PRO Cable Support System - cable hook (50 count) – part #JP131CMB-L20	\$6.99	\$13.98
110	Leviton eXtreme Cat 6 Standard Patch Cord, 3 ft, Blue – part #62460-3L	\$7.65	\$841.50
15	Black Box 2-Port Surface Mount Box for RJ45 – part #SMH-2	\$1.09	\$16.35
1	Cisco 5516-X firewall appliance – part # ASA5516-FPWR-K9	\$3,500.00	\$3,500.00
1	Cisco SmartNet extended service agreement for ASA5516 firewall – part # CON-SNT-ASA556F9	\$1000.00	\$1000.00
4	Ubiquiti Unifi Access Point – part #UAP-AC-PRO	\$150.00	\$600.00
1	Ubiquiti Unifi Cloud Key – part #UC-CK	\$120.00	\$120.00
1	Aruba 2930F 48G PoE+ 4SFP+ Switch – part #JL256A	\$2,459.99	\$2,459.99
1	APC Smart-UPS 750VA RM 2U 120V with SmartConnect - SMT750RM2UC	\$449.00	\$449.00
1	Installation of equipment and cabling at Main Branch – terminate, test, and label all data connections, remove old cabling	\$10,000.00	\$10,000.00
1	Shipping	\$250.00	\$250.00
	Subtotal		\$16,518.80
	Kentucky Sales Tax – 6%		\$376.13
	<b>Total</b>		<b>\$16,894.93</b>

**This FRN will include all the Internal Connections items from my contract for cabling, equipment, and installation. One item is considered Basic Maintenance of Internal Connections and must be listed on a separate funding request**

# Adding Funding Requests

Basic Information

Entity Information

Funding Requests

Certify

This page displays all of the funding requests for this application. From here you can create a new FRN, or edit or delete an existing one.

## Funding Requests

To create or update specific FRN Line Item(s), please click on the FRN number hyperlink.

<input type="checkbox"/>	FRN	Nickname	Number of FRN Line Items	FRN Calculation
You haven't created any Funding Requests (FRNs) yet. Click the "Add FRN" button to start creating your first FRN				

ADD FRN

EDIT FRN

REMOVE FRN

FCC Form 471 Help

Show Help

BACK

DISCARD FO

Adding Funding Request Numbers (FRNs) is a two-step process: Add FRN, then Manage FRN Line Items.

SAVE & SHARE

REVIEW FCC FORM 471

# Funding Request Key Information

Basic Information   Entity Information   **Funding Requests**   Certify

On this page, you will select a nickname and the service type of the product and services that you are requesting.

### Funding Request Key Information

Please enter a Funding Request Nickname here ? \*

Internal Connections - Main Branch

Enter a nickname for the FRN.

Is this Funding Request a continuation of an FRN from a previous funding year?

If this service is still under a contract that was listed on last year's Form 471, list that FRN.

### Copy FRN

If you want to copy an existing Funding Request

The Copy FRN function works only with FRNs from FY 2016 and forward – you can copy everything from another FRN and make updates.

### Service Type

What is the service type of the product and services that you are

Internal Connections

### Service Types for Category Two:

- **Internal Connections**
- **Basic Maintenance of Internal Connections**
- **Managed Internal Broadband Services.**

### FCC Form 471 Help

Show Help

# FRN Contract

Basic Information

Entity Information

Funding Requests

Certify

Next, you will identify the purchasing agreement type for the product and services you are requesting.

## FRN Contract

How are the services for this FRN being purchased?

Contract information is stored in your Profile; you can add a new Contract at any time. Details about your Tariff and Month-to-Month services will be entered in your FRN.

CONTRACT ✓

TARIFF

MONTH-TO-MONTH

## FCC Form 471 Help

Show Help

BACK

CANCEL

**Choose whether the purchase of this service is Contract, Tariff, or Month-to-Month. If you choose Contract, you must add the contract information to your library's profile.**

CONTINUE

# Associate a Contract (1/2)

If you choose Contract, you must search through contracts added to your library system's profile. By default, you can click on search to see all contracts associated with the library's BEN.

## Basic Information

Next, you will associate a contract to your FRN. P

### ▼ Associate a Contract

Search by Creating Organization BEN

208

Please note that BEN is a required field and you can use other search fields to narrow down your result.

Search by Contract ID

Search by Contract No.

CLEAR FILTERS

SEARCH

<input type="checkbox"/>	Contract ID	Contract Number	Nickname	Award Date ↓	Creating Organization BEN
<input checked="" type="checkbox"/>	5337		Pioneer County Networking Inc. Internal Connections Contract FY 2019	1/28/2019	208
<input type="checkbox"/>	5338		Pioneer County Network4U Basic Maintenance of Internal Connections Contract 2019-2021	1/26/2019	208
<input type="checkbox"/>	5313	ABC123#			

Check the box beside the appropriate contract, and the contract details will appear below – see next slide.



# Associate a Contract (2/2)

## Contract Summary - Pioneer County Networking Inc. Internal Connections Contract FY 2019

Contract Number

Account Number

Establishing FCC #190000188  
Form 470

Service Provider USAC Service Provider Organization 3 (SPIN: 14010003)

Award Date 1/28/2019

Includes Voluntary No

Expiration Date (All  
Extensions)

When you check a contract from the search results, the Contract Summary will appear.

### Pricing Confidentiality

There is no rule, statute, or other restriction which prohibits publication of the specific pricing information for this contract.

### Contract Information (Additional)

What is the service start date? ⓘ \*

07/01/2019

What is the date your contract expires for the current term of the contract? ⓘ \*

09/30/2020

Enter the date when services will start for this Funding Year

FCC

Show H

BACK

The service start date will automatically appear as 7/1/2019—**DON'T ENTER AN EARLIER DATE**, even if your library intends to purchase equipment in the early installation period for FY 2019 (April 1 to June 30, 2019). Add the contract expiration date (without voluntary extensions you haven't exercised.)

CONTINUE

# Narrative

Help your application reviewer by explaining your request. Make notes about eligibility and any changes for entity profile information such as square footage.

Basic Information

## Narrative

Provide a brief explanation of the products and services that you are requesting, or provide any other relevant information regarding this Funding Request. You should also use this field to describe any updates to your entity data, such as revised student counts, entity relationships, etc, that you were unable to make after the close of the Administrative filing window for profile updates. These changes will be addressed during the application review process. \*

Network equipment upgrades for the main branch. All items are 100% E-rate eligible. The Main Branch renovations are scheduled for completion in December 2019. Additional 5,000 square feet will be added for a total of 17,500 square feet. Please update the entity profile for the main branch (entity number 210) to show the higher square footage and calculate the Category Two budget based on that amount.

Remember—if you request additional C2 funding because your square footage will increase during the funding year, you will be asked to supply documentation to verify the new square footage—THIS DOCUMENTATION **MUST** BE DATED PRIOR TO THE DATE YOU CERTIFY YOUR FORM 471.

Save & Continue to return to the Funding Requests page.

SAVE & CONTINUE

# Manage FRN Line Items

Basic Information

Entity Information

Funding Requests

Certify

This page displays all of the funding requests for this application. From here you can create a new FRN, or edit or delete an existing one.

## Funding Requests

To create or update specific FRN Line Item(s), please click on the FRN number hyperlink.

<input type="checkbox"/>	FRN	↓	Nickname	Number of FRN Line Items	FRN Calculation
<input type="checkbox"/>	1999000104		Internal Connections - Main Branch	0	

ADD FRN

EDIT FRN

REMOVE FRN

FCC Form 471

Show Help

BACK

DISCARD FORM

SAVE & SHARE

REVIEW FCC FORM 471

The second part of adding a funding request is to Manage FRN Line Items. Click on the funding request number.

# Add New FRN Line Item

Basic Information

Entity Information

Funding Requests

Certify

This page displays all of the funding request line items for this FRN. Click on a line item number below to edit the line items and their recipients of service.

## FRN Line Items for FRN #1999000104 - Internal Connections - Main Branch

<input type="checkbox"/>	FRN Line Item Number	Type of Internal Connection	Type of Product	Quantity	One-time Quantity	Total Eligible FRN Line Item Cost
You haven't created any FRN Line Items yet. Click the 'Add New FRN Line Item' button to start creating your first FRN Line Item.						

ADD NEW FRN LINE ITEM

REMOVE FRN LINE ITEM

BULK UPLOAD

### FCC Form 471 Help

Show Help

BACK

SAVE & SHARE

CONTINUE

**Add as many line items for this service as needed. For this network upgrades FRN, I will end up with 13 FRN line items.**

# Product and Service Details

Please enter Product and Service Details Info

## Product and Service Detail Upgrades - Cabling & Equip

Type of Internal Connection \*

Cabling/Connectors

Type of Product \*

Cabling

Installation Included in Price?

YES

NO ✓

Make \*

Belkin

Model \*

A7L704-1000

Lease or Non-Purchase Agreement?

YES

NO ✓

If you don't see the correct make/brand on the drop-down, choose Other and you can type in the make. In the Model field, type in the SKU, part #, etc. – the most specific information you have.

The first 5 items on this network upgrades contract will be Type of Internal Connection: Cabling/Connectors. My first item is the 5000 feet of Cat6 cabling, so I will choose Cabling as the Type of Product.

If you're installing the equipment yourself or if your vendor has quoted installation as a separate line item, say No on this question.

If the library will own the equipment, say No on this question.

CANCEL

See next slide for table on Types of Internal Connections and Types of Products.

CONTINUE

# Category Two - Internal Connections

TYPE OF INTERNAL CONNECTION	TYPE OF PRODUCT
<b>Cabling/Connectors</b>	Cabling
	Connectors
<b>Caching</b>	Caching Equipment
	Caching Service
<b>Data Distribution</b>	Router
	Switch
<b>Data Protection</b>	Firewall Services & Components
	UPS/Battery Backup
<b>Racks</b>	Racks & Cabinets
<b>Software</b>	Operating System Software of Eligible Equipment

TYPE OF INTERNAL CONNECTION	TYPE OF PRODUCT
<b>Wireless Data Distribution</b>	Access Point
	Antenna
	LAN Controller
	Wireless Controller
<b>Miscellaneous</b>	Installation, Activation, & Initial Configuration
	Training
	Fees, Taxes, Etc.
<b>License</b>	<b>License</b>
<b>Transceiver</b>	<b>Transceiver</b>
<b>Module</b>	<b>Module</b>

Items in red are new options for the FY 2019 Form 471 for Category Two.

# Cost Calculation

## Cost Calculation for new FRN Line Item for FRN #1999000104 - Internal Connections - Main Branch

Monthly Cost		One-Time Cost	
Monthly Recurring Unit Cost	\$0.00	One-time Unit Cost	\$0.30
Monthly Recurring Unit Ineligible Costs	\$0.00	One-time Ineligible Unit Cost	\$0.00
Monthly Recurring Unit Eligible Costs	= \$0.00	One-time Eligible Unit Cost	= \$0.30
Monthly Quantity	0	One-time Quantity	5000
Units	Each	Total Eligible One-time Costs	= \$1,500.00
Total Monthly Eligible Recurring Costs	= \$0.00		
Months of Service	x 12		
Total Eligible Recurring Costs	= \$0.00		

Summary	
Total Eligible Recurring Costs	\$0.00
Total Eligible One-time Costs	+ \$1,500.00
Pre-Discount Extended Eligible Line Item Cost	= \$1,500.00

In order for the Summary of total costs to calculate (bottom right), you must enter zeroes under Monthly Costs and select a unit from the drop-down, even though that information isn't relevant to your request.

BACK CANCEL

Most C2 requests involve one-time, non-recurring charges. In this example, I've entered the eligible unit cost as \$0.30, ineligible unit cost as \$0.00, and the quantity as 5,000; the form thus calculates my one-time cost for 5,000 ft of cable as \$1,500.00, which matches the extended cost on my contract.

# Select Recipients (1/2)

Next, you will select Recipients of Service for your Line Item

## Manage Recipients of Service

Is every entity for this organization receiving service?

YES

NO ✓

### All Entities

Search by BEN

Please select the organizations you wish to include as recipients of service for this system by entering the district or system entity number in the field above.

<input type="checkbox"/>	BEN	BEN Name
<input checked="" type="checkbox"/>	210	Pioneer County Public Library Main Branch
<input type="checkbox"/>	211	Pioneer County Bookmobile

Library systems with multiple branches must indicate which branches are receiving the services listed on the FRN. If all branches are receiving the service, answer Yes to the first question.

If only one or some branches, then answer No to the first question, check the box beside the branch(es) to receive service, and then click the Add button. Those entities will then appear under Selected Entities. **Remember: administrative buildings are not eligible for C2 and will not appear on this list!**

ADD

### Selected Entities

<input type="checkbox"/>	BEN	BEN Name
No items available		



# Select Recipients (2/2)

## Selected Entities

<input type="checkbox"/>	BEN	BEN Name
<input type="checkbox"/>	210	Pioneer County Public Library Main Branch

Are the costs shared equally among all of the entities?

YES ✓

NO

[ECC Form 471 Help](#)

[Show Help](#)

BACK

CANCEL

REMOVE

**For Category Two requests, you must also answer this question about whether all Selected Recipients of service are sharing the cost equally. If only one branch is receiving the service, choose Yes.**

SAVE & CONTINUE

# Recipients of Service

Basic Information

Entity Information

Funding Requests

Certify

Next, you will review the costs allocated across your Recipients of Service

## Recipients of Service for FRN Line Item #1999000104.001

The Total Eligible Line Item Cost of \$1,500.00 has been allocated equally to the entity(ies) below.

BEN	Name	Eligible Cost per BEN
210	Pioneer County Public Library Main Branch	\$1,500.00

## FCC Form 471 Help

Show Help

BACK

The recipient(s) of service selected on the previous page will be listed along with the eligible cost. Click on Continue to return to the FRN Line Items page.

CONTINUE

# FRN Line Items Page

Basic Information

Entity Information

Funding Requests

Certify

This page displays all of the funding request line items for this FRN. Click on a line item number below to edit the line items and their recipients of service.

### FRN Line Items for FRN #1999000104 - Internal Connections - Main Branch

<input type="checkbox"/>	FRN Line Item Number ↓	Type of Internal Connection	Type of Product	Quantity	One-time Quantity	Total Eligible FRN Line Item Cost
<input type="checkbox"/>	1999000104.001	Cabling/Connectors	Cabling	0	5000	\$1,500.00

ADD NEW FRN LINE ITEM

REMOVE FRN LINE ITEM

BULK UPLOAD

## FCC Form 471 Help

I've added the first line item for my network upgrades. Rather than adding an entire new FRN for each item, I can simply add more line items for all the 'Internal Connections' products/services being purchased on the same contract.

SAVE & SHARE

CONTINUE

# Example Line Item: Patch Panels

Basic Information

Entity Information

Funding Requests

Certify

Please enter Product and Service Details Information for this Internal Connections Line Item

**Product and Service Details for new FRN Line Item for FRN #1999000104 - Internal Connections - Main Branch**

Type of Internal Connection ? \*

Cabling/Connectors

Type of Product \*

Connectors

Make \*

Tripplite

Model \*

N252-048

Installation Included in Price?

YES

NO ✓

Lease or Non-Purchase Agreement?

YES

NO ✓

**Patch panels fall under Type of Internal Connection: Cabling/Connectors. For the Type of Product, select Connectors. Continue through subsequent pages for the cost calculation and recipients of service. Add another line item if needed.**

# Example Line Item: Access Points

Basic Information      Entity Information      **Funding Requests**      Certify

Please enter Product and Service Details Information for this Internal Connections Line Item

**Product and Service Details for new FRN Line Item for FRN #1999000104 - Internal Connections - Main Branch**

**Type of Internal Connection \***

Wireless Data Distribution

**Type of Product \***

Access Point

**Make \***

Ubiquiti

**Model \***

UAP-AC-PRO

**Installation Included in Price?**

YES NO ✓

**Lease or Non-Purchase Agreement?**

**Access point hardware** = Type of Internal Connection: Wireless Data Distribution, Type of Product: Access Point. *Ex: Ubiquiti Unifi APs, Meraki access point hardware*

**Access point license** = Type of Internal Connection: License, Type of Product: License. *Ex: Meraki Cloud Controller License*

**Wireless Controller** = Type of Internal Connection: Wireless Data Distribution, Type of Product: Wireless Controller. *Ex: Ubiquiti Unifi Cloud Key*

# Example Line Item: Installation

**For installation, choose Type of Internal Connection: Miscellaneous and Type of Product: Installation, Activation, & Initial Configuration.**

Basic Information

Please enter Product and Service Details Information for this Internal Connections Line Item.

**Product and Service Details for new FRN Line Item for FRN #1999000104 - Internal Connections - Main Branch**

Type of Internal Connection \*

Miscellaneous

Type of Product \*

Installation, Activation, & Initial Configuration

Installation Included in Price?

YES ✓ NO

**For the installation line item, you can check Yes for 'Installation Included in Price?'.**

Make \*

Other

Enter the Make \*

Vendor Name

Model \*

Installation

**For the Make, choose Other. You can type the vendor's name in the 'Enter the Make' field and type 'installation' in the Model field.**

Lease or Non-Purchase Agreement?

YES NO ✓

**No on Lease or Non-Purchase Agreement.**

CANCEL

CONTINUE

# FRN Line Items Page

Check your line items! The totals in the right-hand column should match the extended cost on the contract (minus any ineligible costs). To edit line items, click on the FRN Line Item Number in the left-hand column to re-open the line item pages.

<input type="checkbox"/>	FRN Line Item Number	Type of Internal Connection	Type of Product	Quantity	One-time Quantity	Total Eligible FRN Line Item Cost
<input type="checkbox"/>	<a href="#">1999000104.013</a>	Wireless Data Distribution	Wireless Controller	0	1	\$120.00
<input type="checkbox"/>	<a href="#">1999000104.012</a>	Miscellaneous	Fees, Taxes, etc	0	1	\$376.13
<input type="checkbox"/>	<a href="#">1999000104.011</a>	Miscellaneous	Fees, Taxes, etc	0	1	\$250.00
<input type="checkbox"/>	<a href="#">1999000104.010</a>	Miscellaneous	Installation, Activation, & Initial Configuration	0	1	\$10,000.00
<input type="checkbox"/>	<a href="#">1999000104.009</a>	Data Protection	UPS/ Battery Backup	0	1	\$449.00
<input checked="" type="checkbox"/>	<a href="#">1999000104.008</a>	Data Distribution	Switch	0	1	\$2,459.98
<input type="checkbox"/>	<a href="#">1999000104.007</a>	Wireless Data Distribution	Access Point	0	4	\$600.00
<input type="checkbox"/>	<a href="#">1999000104.006</a>	Data Protection	Firewall Services & Components	0	1	\$3,500.00
<input type="checkbox"/>	<a href="#">1999000104.005</a>	Cabling/Connectors	Connectors	0	15	\$16.35
				110		\$841.50

< 1 - 10 of 13 >

ADD NEW FRN LINE ITEM REMOVE FRN LINE ITEM BULK UPLOAD

To remove a line item, check the box beside the FRN Line Item Number in the grid, then select Remove FRN Line Item at the lower right.

Once all the Internal Connections line items for my contract have been added, I can click on Continue to return to the Funding Requests page.

# Funding Requests Page

## FCC Form 471 - Funding Year 2019

Pioneer County Public Library System (BEN: 2019000104)

Last Saved: 1/29/2019 6:39 AM EST

Basic Information

Entity Information

This page displays all of the funding requests for this application. From here you can:

### Funding Requests

To create or update specific FRN Line Item(s), please click on the FRN number hyperlink.

<input type="checkbox"/>	FRN	Nickname	Number of FRN Line Items	FRN Calculation
<input type="checkbox"/>	<a href="#">1999000104</a>	Internal Connections - Main Branch	13	\$17,335.68
				<a href="#">ADD FRN</a> <a href="#">EDIT FRN</a> <a href="#">REMOVE FRN</a>

If you have more Category Two funding requests to add to this application, click on the blue Add FRN button. To Edit FRN or Remove FRN, check the box beside the FRN in the Funding Requests grid, then select the appropriate button.

SAVE & SHARE

REVIEW FCC FORM 471

If all FRNs have been completed, click on Review FCC Form 471. See Review & Certification section.



# Example FRN: Basic Maintenance of Internal Connections

Example of a funding request for recurring Basic Maintenance of Internal Connections (BMIC) on library-owned equipment

[Return to Guide to Walkthrough Slides \(slide 57\)](#)

[Return to Presentation Contents \(slide 2\)](#)

# Understanding this FRN

<b>Part 1: E-rate Eligible Equipment</b>	<b>Qty.</b>	<b>Estimated Hours</b>	<b>Unit Price</b>	<b>Extended Price for 12 months</b>
Extreme Networks 48-port Switch – part # Summit X460-G2-48p-10GE4	2			
Meraki MX84 firewall appliance (part # MX84-HW) with 5-year license (LIC-MX84-SEC-5YR)	1			
SonicPoint ACe wireless access point and PoE injector – part # 01-SSC-0724	3			
Orion Power Systems Pro 1500 RTX 1500VA UPS/battery backup – part # NP1500RTX	2			
<b>Total for E-rate Eligible Equipment</b>	<b>8</b>	<b>120 hours</b>	<b>\$65/hour</b>	<b>\$7,800.00</b>

<b>Part 2: E-rate Ineligible Equipment</b>				
Dell PowerEdge C4130 Rack Server – part #SNPCPC7GC/32G	1	30 hours	\$65/hour	\$1,950.00

**This FRN will cover a Basic Maintenance of Internal Connections contract for repair/maintenance on E-rate eligible networking equipment owned by the library.**

# Adding Funding Requests

Basic Information

Entity Information

Funding Requests

Certify

This page displays all of the funding requests for this application. From here you can create a new FRN, or edit or delete an existing one.

## Funding Requests

[>> View Category Two Budget Information](#)

To create or update specific FRN Line Item(s), please click on the FRN number hyperlink.

<input type="checkbox"/>	FRN	Nickname	Number of FRN Line Items	FRN Calculation
<input type="checkbox"/>	1999000105	Basic Maintenance - support package for firewall	1	\$688.50
<input type="checkbox"/>	1999000104	Internal Connections - Main Branch	13	\$17,335.68

ADD FRN

EDIT FRN

REMOVE FRN

FCC Form 471 Help

Show Help

BACK

DISCARD FORM

Adding Funding Request Numbers (FRNs) is a two-step process: Add FRN, then Manage FRN Line Items.

SAVE & SHARE

REVIEW FCC FORM 471

# Funding Request Key Information

Basic Information      Entity Information      **Funding Requests**      Certify

On this page, you will select a nickname and the service type of the product and services that you are requesting.

### Funding Request Key Information

Please enter a Funding Request Nickname here ? \*

Maintenance Contract for Network Equipment

Enter a nickname for the FRN.

Is this Funding Request a continuation of an FRN from a previous funding year?

This service is under a new contract, so select No to indicate that it isn't a continuation.

**Copy FRN**

If you want to copy an existing FRN, click the button below.

The Copy FRN function works only with FRNs from FY 2016 and forward – you can copy everything from another FRN and make updates.

### Service Type

What is the service type of the product and services that you are requesting?

Basic Maintenance of Internal Connections

**Service Types for Category Two:**

- Internal Connections
- **Basic Maintenance of Internal Connections**
- Managed Internal Broadband Services.

**FCC Form 471 Help**

[Show Help](#)

# FRN Contract

Basic Information

Entity Information

Funding Requests

Connectivity Information

Certify

Next, you will identify the purchasing agreement type for the product and services you are requesting.

## FRN Contract

How are the services for this FRN being purchased?

Contract information is stored in your Profile; you can add a new Contract at any time. Details about your Tariff and Month-to-Month services will be entered in your FRN.

CONTRACT ✓

TARIFF

MONTH-TO-MONTH

FCC Form 471 H

Show Help

BACK

CANCEL

**Choose whether the purchase of this service is Contract, Tariff, or Month-to-Month. If you choose Contract, you must add the contract information to your library's profile.**

CONTINUE

# Associate a Contract (1/2)

If you choose Contract, you must search through contracts added to your library system's profile. By default, you can click on search to see all contracts associated with the library's BEN.

Next, you will associate a contract to your FRN. Please search for a contract below and select one to associate it to the FRN.

## ▼ Associate a Contract

### Search by Creating Organization BEN

Please note that BEN is a required field and you can use other search fields to narrow down your result.

### Search by Contract ID

### Search by Nickname (All or Partial)

### Search by Contract No.

[CLEAR FILTER](#)[SEARCH](#)

<input type="checkbox"/>	Contract ID	Co			
<input type="checkbox"/>	5337				
<input checked="" type="checkbox"/>	5338		Pioneer County Network4U Basic Maintenance of Internal Connections Contract 2019-2021	1/26/2019	208

Check the box beside the appropriate contract, and the contract details will appear below – see next slide.

# Associate a Contract (2/2)

## Contract Summary - Pioneer County Network4U Basic Maintenance of Internal Connections Contract 2019-2021

Contract Number

Establishing FCC #190000191  
Form 470

Award Date 1/26/2019

Expiration Date (All  
Extensions)

When you check a contract from the search results, the Contract Summary will appear.

02)

Remaining Voluntary  
Extensions

Total Remaining  
Contract Length

### Pricing Confidentiality

There is no rule, statute, or other restriction which prohibits publication of the specific pricing information for this contract.

### Contract Information (Additional)

What is the service start date? ⓘ \*

07/01/2019

Enter the date when services will start for this Funding Year

What is the date your contract expires for the current term of the contract? ⓘ \*

06/30/2021

### FCC Form 471 Help

The service start date will automatically appear as 7/1/2019. Add the contract expiration date (without voluntary extensions you haven't exercised.) In this case, the 24-month contract will end on June 30, 2021.

CONTINUE

# Narrative

Help your application reviewer by explaining your request. In this example, I've briefly described the equipment being maintained under this contract and how the service will be billed. Also, the library's square footage will increase due to renovations, so I've explained added a note about the new total square footage.

Basic Info

## Narrative

Provide a brief explanation of your request. You should explain why you were unable to complete the application review process. \*

Repair & maintenance contract for the main branch switches, firewall, access points, and battery backup. This service will be billed at \$65.00 per hour for up to 120 hours during Funding Year 2019. The main branch renovations will be complete in December 2019 and will add 5,000 square feet of interior space for a total square footage of 17,000.

Remember—if you request additional C2 funding because your square footage will increase during the funding year, you will be asked to supply documentation to verify the new square footage—THIS DOCUMENTATION **MUST** BE DATED PRIOR TO THE DATE YOU CERTIFY YOUR FORM 471.

BACK CANCEL

SAVE & CONTINUE

Save & Continue to return to the Funding Requests page.



# Manage FRN Line Items

Basic Information

Entity Information

Funding Requests

Certify

This page displays all of the funding requests for this application. From here you can create a new FRN, or edit or delete an existing one.

## Funding Requests

[>> View Category Two Budget Information](#)

To create or update specific FRN Line Item(s), please click on the FRN number hyperlink.

<input type="checkbox"/>	FRN	Nickname	Number of FRN Line Items	FRN Calculation
<input type="checkbox"/>	<a href="#">1999000106</a>	Maintenance Contract for Network Equipment	0	
<input type="checkbox"/>	<a href="#">1999000105</a>	Basic Maintenance - support package for firewall	1	\$688.50
<input type="checkbox"/>	<a href="#">1999000104</a>	Internal Connections - Main Branch	13	\$17,335.68

ADD FRN

EDIT FRN

REMOVE FRN

FCC Form 471

Show Help

BACK

DISCARD FORM

SAVE & SHARE

REVIEW FCC FORM 471

The second part of adding a funding request is to Manage FRN Line Items. Click on the funding request number.

# Add New FRN Line Item

Basic Information

Entity Information

Funding Requests

Certify

This page displays all of the funding request line items for this FRN. Click on a line item number below to edit the line items and their recipients of service.

## FRN Line Items for FRN #1999000106 - Maintenance Contract for Network Equipment

<input type="checkbox"/>	FRN Line Item Number	↓	Type of Product Being Maintained	Total Eligible FRN Line Item Cost
You haven't created any FRN Line Items yet. Click the 'Add New FRN Line Item' button to start creating your first FRN Line Item.				

ADD NEW FRN LINE ITEM

REMOVE FRN LINE ITEM

BULK UPLOAD

### FCC Form 471 Help

Show Help

BACK

DISCARD

SAVE & SHARE

CONTINUE

**Add as many line items for this service as needed. For this Basic Maintenance of Internal Connections request, I'll need only 1 line item.**

# Product and Service Details

Basic Information

Entity Information

Funding Requests

Certify

Please review the information below for this Basic Maintenance of Internal Connections Line Item

## Product and Service Details for new FRN Line Item for FRN #1999000106 - Maintenance Contract for Network Equipment

### Type of Product Being Maintained

Basic Maintenance of Internal Connections

Total Quantity of Equipment Maintained ⓘ \*

8

Provide the total quantity for all equipment types being covered at the entity

### FCC Form 471 Help

Show Help

CANCEL

List the quantity of equipment to be maintained. Based on the maintenance contract, there are 8 pieces of equipment that will be maintained (2 switches, 1 firewall, 3 access points, and 2 UPS/battery backups.

CONTINUE

# Cost Calculation

## Cost Calculation for new FRN Line Item for FRN #1999000106 - Maintenance Contract for Network Equipment

Monthly Cost	
Monthly Recurring Cost	\$650.00
Monthly Recurring Ineligible Costs	\$0.00
Monthly Recurring Eligible Costs	= \$650.00
Months of Service	x 12
Total Eligible Recurring Costs	= \$7,800.00

In this example, my repair/maintenance contract is billed each month as the vendor performs service; the cost is \$65/hour for an estimated 120 hours of service for the year. If the vendor bills me each month, the average monthly cost is \$650.

[Show Help](#)

One-Time Cost	
One-time Cost	\$0.00
One-time Ineligible Cost	\$0.00
One-time Eligible Cost	= \$0.00
Summary	
Total Eligible Recurring Costs	\$7,800.00
One-time Eligible Cost	+ \$0.00
Pre-Discout Extended Eligible Line Item Cost	= \$7,800.00

In order for the Summary of total costs to calculate (bottom right), you must enter something in every field. I've added zeroes for the one-time costs, but you may complete these fields differently depending on how your vendor handles invoicing.

[BACK](#)

[CANCEL](#)

[SAVE & CONTINUE](#)

# Select Recipients (1/2)

Next, you will select Recipients of Service for your Line Item

## Manage Recipients of Service

Is every entity for this organization receiving service?

YES

NO ✓

### All Entities

Search by BEN

Please select the organizations you wish to include as recipients of service by entering the district or system entity number in the field above.

<input type="checkbox"/>	BEN	BEN Name
<input checked="" type="checkbox"/>	100	Pioneer County Public Library Main
<input type="checkbox"/>	211	Pioneer County Bookmobile

Library systems with multiple branches must indicate which branches are receiving the services listed on the FRN. If all branches are receiving the service, answer Yes to the first question.

If only one or some branches, then answer No to the first question, check the box beside the branch(es) to receive service, and then click the Add button. Those entities will then appear under Selected Entities. **Remember: administrative buildings are not eligible for C2 and will not appear on this list!**

ADD

### Selected Entities

BEN Name

# Select Recipients (2/2)

## Selected Entities

<input type="checkbox"/>	BEN	BEN Name
<input type="checkbox"/>	210	Pioneer County Public Library Main Branch

Are the costs shared equally among all of the entities?

**YES ✓** NO

[FCC Form 471 Help](#)

[Show Help](#)

[BACK](#) [CANCEL](#)

[SAVE & CONTINUE](#)

**For Category Two requests, you must also answer this question about whether all the recipients of services are sharing the cost equally. If only one branch is receiving the service, choose Yes.**

# Recipients of Service

Basic Information

Entity Information

Funding Requests

Certify

Next, you will review the costs allocated across your Recipients of Service

## Recipients of Service for FRN Line Item #1999000106.001

The Total Eligible Line Item Cost of \$7,800.00 has been allocated equally to the entity(ies) below.

BEN	Name	↑	Eligible Cost per BEN
210	Pioneer County Public Library Main Branch		\$7,800.00

FCC Form 471 Help

Show H

BACK

The recipient(s) of service selected on the previous page will be listed along with the eligible cost. Click on Continue to return to the FRN Line Items page.

CONTINUE

# FRN Line Items Page

Basic Information

Entity Information

Funding Requests

Certify

This page displays all of the funding request line items for this FRN. Click on a line item number below to edit the line items and their recipients of service.

## FRN Line Items for FRN #1999000106 - Maintenance Contract for Network Equipment

<input type="checkbox"/>	FRN Line Item Number	Type of Product Being Maintained	Total Eligible FRN Line Item Cost
<input type="checkbox"/>	1999000106.001	Basic Maintenance of Internal Connections	\$7,800.00

ADD NEW FRN LINE ITEM

REMOVE FRN LINE ITEM

BULK UPLOAD

### FCC Form 471 Help

I have only 1 line item for this FRN, so I can click on Continue to return to the Funding Requests page.

BACK

DISCARD FORM

SAVE & SHARE

CONTINUE



# Funding Requests Page

Basic Information

This page displays all of the funding requests

## Funding Requests

To create or update specific FRN Line Item(s), please click on the FRN number hyperlink.

<input type="checkbox"/>	FRN	Nickname	Number of FRN Line Items	FRN Calculation
<input checked="" type="checkbox"/>	1999000106	Maintenance Contract for Network Equipment	1	\$6,630.00
<input type="checkbox"/>	1999000105	Basic Maintenance - support package for firewall	1	\$688.50
				\$17,335.68

[ADD FRN](#) [EDIT FRN](#) [REMOVE FRN](#)

[REVIEW FCC FORM 471](#)

Once you've completed the line item(s) for an FRN, the Funding Requests page will apply the appropriate discount rate to show how much funding is being requested for the FRN.

If you have more Category Two funding requests to add to this application, click on the blue Add FRN button. To Edit FRN or Remove FRN, check the box beside the FRN in the Funding Requests grid, then select the appropriate button.

If all FRNs have been completed, click on Review FCC Form 471. See Review & Certification section.

# Example FRN: Managed Internal Broadband Services

Example of a funding request for Managed Internal Broadband Services (MIBS or Managed Wi-Fi) through a continuing contract

[Return to Guide to Walkthrough Slides \(slide 57\)](#)

[Return to Presentation Contents \(slide 2\)](#)

# Understanding this FRN

## Managed Wi-Fi Service Contract

Contract period: July 1, 2017 to June 30, 2018

Contract is renewable for two additional 1-year periods if customer requests a renewal at least 30 days prior to the contract expiration.

Pioneer Wi-Fi Services will handle configuration, management, and upgrades for Wi-Fi infrastructure owned by customer.

Equipment covered under contract	Qty.	Unit Price	Ext. Price
Dell Networking N1548 Switch – part # 463-7710	2		
SonicWall TZ600 firewall appliance – part # 01-SSC-0219	1		
SonicPoint ACe wireless access point and PoE injector – part # 01-SSC-0724	3		
Total		\$200/month	\$2,400.00

This FRN will cover a contract for Managed Internal Broadband Services (MIBS or Managed Wi-Fi). A third party will configure and provide daily monitoring for the equipment that allows patrons and staff to access the library's Wi-Fi. Contract is 1 year with 2 optional 1-year extensions. **An extension has been exercised for the 3<sup>rd</sup> year of the contract – we'll use the Copy FRN feature to bring up details from last year's funding request.**

# Adding Funding Requests

Basic Information

Entity Information

Funding Requests

Certify

This page displays all of the funding requests for this application. From here you can create a new FRN, or edit or delete an existing one.

## Funding Requests

[>> View Category Two Budget Information](#)

To create or update specific FRN Line Item(s), please click on the FRN number hyperlink.

<input type="checkbox"/>	FRN	Nickname	Number of FRN Line Items	FRN Calculation
<input type="checkbox"/>	<a href="#">1999000106</a>	Maintenance Contract for Network Equipment	1	\$6,630.00
<input type="checkbox"/>	<a href="#">1999000105</a>	Basic Maintenance - support package for firewall	1	\$688.50
<input type="checkbox"/>	<a href="#">1999000104</a>	Internal Connections - Main Branch	13	\$17,335.68

ADD FRN

EDIT FRN

REMOVE FRN

SAVE & SHARE

REVIEW FCC FORM 471

**Adding Funding Request Numbers (FRNs) is a two-step process: Add FRN, then Manage FRN Line Items.**

# Funding Request Key Information

On this page, you will select a nickname and the service type of the product and services that you are requesting

## Funding Request Key Information

Please enter a Funding Request Nickname here ⓘ \*

Managed Wi-Fi Contract Continuation

Enter a nickname for the FRN.

Is this Funding Request a continuation of an FRN from a previous funding year? \*

YES

NO

Skip this question for now.

## Copy FRN

If you want to copy an existing Funding Request, select Copy FRN below. Note that if an FCC L has been issued for the FRN, the approved version of the FRN will be copied.

COPY FRN

This service is under a continuing contract, so select Yes.

## Service Type

What is the service type of the product and services that you are requesting?

Please select a value

This information will be filled in automatically by the Copy FRN feature.

## FCC Form 471 Help

Show Help

CANCEL

CONTINUE

# Copy FRN: Search

To search for an FRN to copy into this year's form, you'll need to know the FRN number or the Form 471 # it appeared on. I recommend the Search by FRN Number feature because it's more precise (less likely to select the wrong FRN).

Basic Information

To search for the FRN you wish to copy, please enter either the FCC Form 471 number or the FRN number. You do not need to enter both the application number and the FRN.

## Search for FRN

Search by FCC Form 471

Search by FRN Number

1899000278

CLEAR FILTERS

SEARCH

## Select an FRN

<input checked="" type="checkbox"/>	FCC Form 471 ↓	FRN Number	FRN Nickname	Service Type	Service Provider Name
<input checked="" type="checkbox"/>	181000266	1899000278	Managed Wi-Fi Continuing Contract	Managed Internal Broadband Services	USAC Service Provider Organization 1

## FCC Form 471 Help

Show

Check the box beside the FRN you want to copy, then click on continue.

CONTINUE

# Copy FRN – Pop-Up Warning

Last Saved: 1/29/2019 7:49 AM EST

Basic Information

To search for the FRN you wish to copy, please enter

**Search for FRN**

Search by FCC Form 471

Search by FRN Number

1899000278

**Select an FRN**

\* ☒ FCC Form 471 ↓

<input checked="" type="checkbox"/>	181000266	1899000278	Managed Wi-Fi Continuing Contract	Managed Internal Broadband Services	USAC Service Provider Organization 1
-------------------------------------	-----------	------------	-----------------------------------	-------------------------------------	--------------------------------------

**FCC Form 471 Help**

Show Help

If you continue, FRN data will copy and may take up to one minute to complete. Do you wish to continue?

**You'll receive a pop-up warning to let you know that it will take a minute for the FRN to copy to this year's form. Click on Yes to continue.**

# Copy FRN – Wait to Refresh

## FCC Form 471 - Funding Year 2019

Pioneer County Public Library System (BEN: 208) - Funding Year 2019 Category Two application - Form # 191000081

Last Saved: 1/29/2019 7:49 AM EST

Basic Information

Entity Information

Funding Requests

Certify

FRN is copying and may take up to one minute to complete. Please hit refresh to check if FRN copy is complete.



REFRESH

While the FRN is being copied to the form, you'll see a spinning circle. Wait about 20 seconds before you click on Refresh. If you click too soon, EPC will start the copy process again and you'll have to wait.



# Copy FRN – Successful

## Pioneer County Public Library System (BEN: 208) - Funding Year 2019 Category Two application - Form # 191000081

Last Saved: 1/29/2019 7:49 AM EST

Basic Information

Entity Information

Funding Requests

Certify

**FRN has been successfully copied.**

Program rules prohibit the funding of duplicate services, which means different funding requests cannot contain services that provide the same functionality to the same population in the same location during the same period of time.

Your FRN has been copied in your current FCC Form 471. As you navigate through the FRN, you must review all of the copied data. Please keep in mind:

- To the extent that the current year form does not have the same fields as the form you are copying, the data will not be copied.
- Copy FRN will not copy Service Start and Service End Dates. When entering these Start and End dates, please ensure that the Recipients of Service and the appropriate cost in the line items are correct if the months of service are different from the original FRN.
- Copy FRN will copy all Recipients of Service. Please make sure that the Recipients of Service associated with each line item are valid for the current Funding Year.

You can now edit the copied FRN.

CONTINUE

**After clicking on Refresh, you'll see the notice above if the FRN was copied successfully. Click on Continue**

# Back to Funding Request Key Info

Basic Information

Entity Information

Funding Requests

Certify

On this page, you will select a nickname and the service type of the product and services that you are requesting

## Funding Request Key Information

Please enter a Funding Request Nickname here ? \*

Managed Wi-Fi Continuing Contract

Is this Funding Request a continuation of an FRN from a previous funding request?

☒ YES ☐ NO

Previous Year FRN Number \*

1899000278

**Change the answer to the FRN continuation question to Yes, then type in the Previous Year FRN Number (same FRN that you copied).**

## Service Type

What is the service type of the product and services that you are requesting?

Please delete all line items for this Funding Request if you wish to modify the Service Type

Managed Internal Broadband Services

**Once the previous FRN is copied to the form, the answer for Service Type will automatically display as Managed Internal Broadband Services. Click on Continue.**

CONTINUE

# FRN Contract

Basic Information

Entity Information

Funding Requests

Connectivity Information

Certify

Next, you will identify the purchasing agreement type for the product and services you are requesting.

## FRN Contract

How are the services for this FRN being purchased?

Contract information is stored in your Profile; you can add a new Contract at any time. Details about your Tariff and Month-to-Month services will be entered in your FRN.

CONTRACT ✓

TARIFF

MONTH-TO-MONTH

## FCC Form 471 Help

Show Help

BACK

CANCEL

The purchase type—Contract—will already be checked since this information was pulled from the previous FRN. Click on Continue.

CONTINUE

# Update Contract Expiration

## Contract Summary - Pioneer Wi-Fi Services 2017

Contract Number 11562

Establishing FCC #170005614  
Form 470

Award Date 3/1/2017

Expiration Date (All Extensions) 6/30/2020

The summary for the contract on the copied FRN will appear automatically.

Remaining Voluntary Extensions 2

Total Remaining Contract Length 36

## Pricing Confidentiality

There is no rule, statute, or other restriction which prohibits publication of the specific pricing information for this contract.

## Contract Information (Additional)

What is the service start date? ⓘ \*

07/01/2019

Enter the date when services will start for this Funding Year

What is the date your contract expires for the current term of the contract? ⓘ \*

06/30/2020

Update the service start date and contract expiration. Services for Funding Year 2019 start on 7/1/2019. The last voluntary extension has been exercised, so the contract expiration is 6/30/2020 (end of FY 2019).

# Update Narrative

Basic Info

**Narrative**

Provide a brief explanation regarding this Funding Request, including but not limited to: project goals, counts, entity relationships, etc, that you were unable to make after the close of the Administrative filing window for profile updates. These changes will be addressed during the application review process. \*

Update the Narrative field, if needed. **I've added a note that an extension has been exercised.** Also, the library's square footage will increase, so I've added a note about the new total square footage.

Managed Wi-Fi services for the Main Branch. Contract covers Dell Networking N1548 Switch, a SonicWall TZ600 firewall appliance, and 3 SonicPoint Ace wireless access points with PoE injectors. Extension for 3rd year of contract has been exercised. The Main Branch current square footage is 13,000, but renovations will increase the square footage to 17,000 in December 2019. No Category Two funds have been previously committed to this branch.

Remember—if you request additional C2 funding because your square footage will increase during the funding year, you will be asked to supply documentation to verify the new square footage—THIS DOCUMENTATION **MUST** BE DATED PRIOR TO THE DATE YOU CERTIFY YOUR FORM 471.

Save & Continue to return to the Funding Requests page.

SAVE & CONTINUE

# Funding Requests Page

Basic Information

Entity Information

Funding Requests

Certify

This page displays all of the funding requests for this application. From here you can create a new FRN, or edit or delete an existing one.

## Funding Requests

[>> View Category Two Budget Information](#)

To create or update specific FRN Line Item(s), please click on the FRN number hyperlink.

<input type="checkbox"/>	FRN	Nickname	Number of FRN Line Items	FRN Calculation
<input type="checkbox"/>	<a href="#">1999000108</a>	Managed Wi-Fi Continuing Cont		
<input type="checkbox"/>	<a href="#">1999000106</a>	Maintenance Contract for Netw		
<input type="checkbox"/>	<a href="#">1999000105</a>	Basic Maintenance - support pa		
<input type="checkbox"/>	<a href="#">1999000104</a>	Internal Connections - Main Bra		

**BEST PRACTICE FOR COPY FRN: Click on the FRN Number to go to the line item page. Review each line item, particularly checking for one-time fees like installation that should be removed for the 2<sup>nd</sup>, 3<sup>rd</sup>, etc. years of the contract.**

## FCC Form 471 Help

Show Help

BACK

DISCARD FORM

SAVE & SHARE

REVIEW FCC FORM 471

# Manage FRN Line Items

Basic Information

Entity Information

Funding Requests

Certify

This page displays all of the funding request line items for this FRN. Click on a line item number below to edit the line items and their recipients of service.

## FRN Line Items for FRN #1999000108 - Managed Wi-Fi Continuing Contract

<input type="checkbox"/>	FRN Line Item Number ↓	Type of Managed Service Agreement	Quantity	One-time Quantity	Total Eligible FRN Line Item Cost
<input type="checkbox"/>	1999000108.001	Managed services contract of already installed equipment	1	1	\$2,400.00

ADD NEW FRN LINE ITEM

REMOVE FRN LINE ITEM

BULK UPLOAD

FCC Form 471 Help

Show Help

Click on the FRN Line Item Number to open and review the line item created using Copy FRN.

BACK

DISCARD

SAVE & SHARE

CONTINUE

# Product and Service Details

Basic Information   Entity Information   **Funding Requests**   Connectivity Information   Certify

Please enter Product and Service Details Information for this Managed Internal Broadband Services Line Item

**Product and Service Details for FRN Line Item #1899000274.001**

Type of Managed Service Agreement ⓘ\*

Managed services contract of already installed equipment ▼

FCC Form 471 Help

For this example, the Copy FRN filled in the option used on last year's Form 471 to indicate that the library owns and has already installed the equipment.

The options for Type of Managed Service Agreement are:

- Managed and Leased from a third party service provider
- Managed by a third party service provider, and purchased from them or other vendors
- Managed services contract of already installed equipment.



# Cost Calculation

## Cost Calculation for FRN Line Item #1999000108.001

Monthly Cost			One-Time Cost		
Monthly Recurring Cost		\$200.00	One-time Cost		\$0.00
Monthly Recurring Ineligible Costs		\$0.00	One-time Ineligible Cost		\$0.00
Monthly Recurring Eligible Costs		= \$200.00	One-time Eligible Cost		= \$0.00
Months of Service		x 12	Summary		
Total Eligible Recurring Costs		= \$2,400.00	Total Eligible Recurring Costs		\$2,400.00
			One-time Eligible Cost		+ \$0.00
			Pre-Discout Extended Eligible Line Item Cost		= \$2,400.00

The Copy FRN feature has already entered \$200 as the Monthly Recurring Cost, and the form automatically calculates that the Total Eligible Recurring Costs will be \$2400 for the entire year. **When using Copy FRN, make sure to remove any one-time setup fees that no longer apply to subsequent years of a contract.**

BACK

CANCEL

SAVE & CONTINUE

# Recipients of Service

Basic Information

Entity Information

Funding Requests

Certify

Next, you will review the costs allocated across your Recipients of Service

## Recipients of Service for FRN Line Item #1999000108.001

The Total Eligible Line Item Cost of \$2,400.00 has been allocated equally to the entity(ies) below.

BEN	Name	Eligible Cost per BEN
210	Pioneer County Public Library Main Branch	\$2,400.00

MANAGE RECIPIENTS OF SERVICE

## FCC Form 471 Help

The Copy FRN feature has already put in the main library branch as the Recipient of Service. **You can click on Manage Recipients of Service to make updates, but this is highly unlikely for a continuing contract.**

CONTINUE

# FRN Line Items Page

Basic Information

Entity Information

Funding Requests

Certify

This page displays all of the funding request line items for this FRN. Click on a line item number below to edit the line items and their recipients of service.

## FRN Line Items for FRN #1999000108 - Managed Wi-Fi Continuing Contract

<input type="checkbox"/>	FRN Line Item Number	Type of Managed Service Agreement	Quantity	One-time Quantity	Total Eligible FRN Line Item Cost
<input type="checkbox"/>	1999000108.001	Managed services contract of already installed equipment	1	1	\$2,400.00

ADD NEW FRN LINE ITEM

REMOVE FRN LINE ITEM

BULK UPLOAD

FCC Form 471 Help

Show Help

Now that I've reviewed the line item, I can click on Continue to return to the Funding Requests page.

BACK

DISCARD FORM

SAVE & SHARE

CONTINUE

# Funding Requests Page

Basic Information      Entity Information      **Funding Requests**      Certify

This page displays all of the funding requests for the selected FRN.

**Funding Requests**

To create or update specific FRN Line Items, click on the blue Add FRN button.

<input type="checkbox"/>	FRN	Nickname	Number of FRN Line Items
<input checked="" type="checkbox"/>	1999000108	Managed Wi-Fi Continuing Contract	1
<input type="checkbox"/>	1999000106	Maintenance Contract for Network Equipment	1
<input type="checkbox"/>	1999000105	Basic Maintenance support package for firewall	1

**FRN Calculation**

\$2,040.00
\$6,630.00
\$688.50
<b>\$17,335.68</b>

**ADD FRN**   **EDIT FRN**   **REMOVE FRN**

Once you've completed the line item(s) for an FRN, the Funding Requests page will apply the appropriate discount rate to show how much funding is being requested for the FRN.

If you have more Category Two funding requests to add to this application, click on the blue Add FRN button. To Edit FRN or Remove FRN, check the box beside the FRN in the Funding Requests grid, then select the appropriate button.

All FRNs have been completed, so click on Review FCC Form 471. See Review & Certification section.

SHARE

REVIEW FCC FORM 471

# Review & Certification

## Slides 125-131

[Return to Guide to Walkthrough Slides \(slide 57\)](#)

[Return to Presentation Contents \(slide 2\)](#)

# Proceed to create draft PDF

Basic Information

This page displays all of the funding requests for your agency.

## Funding Requests

To create or update specific FRN Line Items, click on the FRN Line Item.

<input type="checkbox"/>	FRN	Nickname	Quantity	FRN Calculation
<input checked="" type="checkbox"/>	1999000108	Managed Wi-Fi Continuing Contract	1	\$2,040.00
<input type="checkbox"/>	1999000106	Maintenance Contract for Network Equipment	1	\$6,630.00
<input type="checkbox"/>	1999000105	Basic Maintenance - support package for firewall	1	\$688.50
<input type="checkbox"/>	1999000104	Internal Connections - Main Branch	13	\$17,335.68

**FCC Form**

Show Help

BACK DISCARD FORM

SAVE & SHARE REVIEW FCC FORM 471

EDIT FRN REMOVE FRN

Certify

Edit or delete an existing one.

## Category Two Budget Information

The next step is that EPC will create a PDF of your draft form. Once this is completed, EPC will assign you a task with the options to download the PDF and either send for certification or continue to certification. This task may take some time to be assigned to you. Do you wish to proceed?

NO YES

After clicking on Review FCC Form 471 from the Funding Requests page, say Yes to the pop-up message to confirm that a draft PDF will be added to your Tasks list.

# Review PDF for FCC Form 471

News **Tasks (1)** Records Reports Actions

Click here to send a task...

NEWEST

Assigned to Me >  
Sent by Me  
Starred ★

STATUS  
Open ✕

DEADLINE  
Overdue  
Today  
W

Me  
**Review PDF for FCC Form 471 - #191000081 - Funding Year 2019 Category Two application**  
A moment ago ☆

Click on the Tasks list to refresh the list—it may take 1 minute or more for the link to appear. Click on the link that says, “Review PDF for FCC Form 471 – [your form # and nickname]”.

# Let KDLA review your form

## FCC Form 471 - Funding Year 2019

**Pioneer County Public Library System (BEN: 2)**  
**application - Form # 191000081**

Last Saved: 1/29/2019 9:00 AM EST

Please download and carefully review this FCC Form 471 before certifying.

### Download Document Link

USAC\_FCC\_FORM\_471\_APPLICATION\_191000081\_DRAFT

☒ By checking this box, I certify that the information in the PDF document above is correct.

### FCC Form 471 Help

Show Help

EDIT FORM

Click on the blue Document Download Link to review a PDF draft of your Form 471. Attach the file to an email and send it to [lauren.abner@ky.gov](mailto:lauren.abner@ky.gov) for review.

Once you're positive that the form is correct, check the box below the download link and click on Continue to Certification.

SEND FOR CERTIFICATION

CONTINUE TO CERTIFICATION

If you find errors in the draft PDF, click on Edit Form to return to the beginning of the form and make changes.



# Certifications & Budget

You must check the boxes for all certifications. Only library-specific certifications will be shown.

## Applicant Certifications

- ☒ I certify that the entities listed in this application are eligible for support under the Library Services and Technology Act of 1980, as amended, from any schools, including, but not limited to, elementary, secondary schools, and postsecondary institutions.
- ☒ I certify that the entity I represent or the entities listed on this application are not eligible for support. I certify that the entity I represent or the entities listed on this application will pay the non-discount portion of the cost of the goods and services to the

## Total Funding Summary

Below is a summary of the total line item costs on this FCC Form 471:

Summary	
Total funding year pre-discount eligible amount on this FCC Form 471	\$5,180.00
Total funding commitment request amount on this FCC Form 471	\$3,222.00
Total applicant non-discount share of the eligible amount	\$1,958.00
Total budgeted amount allocated to resources not eligible for E-rate support	\$40,000.00
Total amount necessary for the applicant to pay the non-discount share of eligible and any ineligible amounts	\$41,958.00

Are you receiving any of the funds directly from a service provider listed on any of the FCC Forms 471 filed by this Billed Entity for this funding year?

No

Has a service provider listed on any of the FCC Forms 471 filed by this Billed Entity for this funding year assisted you in locating funds needed to pay your non-discounted share?

No

- ☒ I certify an FCC Form 470 was posted and that any related RFP was made available for at least 28 days before considering all bids received and selecting a service provider. I certify that all bids submitted were carefully considered and the most cost-effective service offering was selected, with price being the primary factor considered, and is the most cost-effective means of meeting educational needs and technology goals.

You must enter the amount of your non-E-rate eligible technology budget. You want it to be larger than the total applicant non-discount share of the eligible amount.

ANSWER **NO** TO BOTH THESE QUESTIONS or your funding could be denied!!!

# Certify

The screenshot shows the FCC Form 471 Help page. A yellow box highlights the 'Certify' button at the bottom right. A yellow circle highlights the 'YES' button in the certification pop-up. A yellow line connects the 'Certify' button to the pop-up. A yellow box with black text explains the purpose of the pop-up: 'After you click on Certify, you'll see a pop-up that asks if you understand the consequences of making false statements on federal forms and that you have the authority to make these certifications for your library.'

**FCC Form 471 Help**

Show Help

**BACK**

**CERTIFY**

**After you click on Certify, you'll see a pop-up that asks if you understand the consequences of making false statements on federal forms and that you have the authority to make these certifications for your library.**

# Certifier Confirmation

## Certification Confirmation

**Pioneer County Public Library System (BEN: 208) - Funding Year 2019 Category Two application - Form # 191000081**

Last Saved: 1/29/2019 9:06 AM EST

Basic Information

Entity Information

Funding Requests

Certify

**You have successfully filed FCC Form 471 #191000081 for FY 2019**

### Certification Date

1/29/2019 9:06 AM EST

### Authorized Person

**Name** Lauren Abner

**Title** KDLA Technology Consultant

**Employer** Pioneer County Public Library System

**Address** 100 Main Street  
Boonesburg, KY 40069

**Phone** 502-564-1728

**Email** library.system10.user1@mailinator.com

[Please click here to access your certified FCC Form 471 PDF](#)

### FCC Form 471 Help

This link will take you directly to the Summary page for the FCC Form 471. However, if you navigate there immediately after certifying, the generated PDF copy of the certified Form 471 won't yet be available.

**Print the Certifier Confirmation page for your records, then click on Close. If you don't close the Certifier Confirmation page, you'll periodically receive email reminders about this as a pending Tasks in E-rate Productivity Center.**

CLOSE

# After You've Certified

[Return to Guide to Walkthrough Slides \(slide 57\)](#)

[Return to Presentation Contents \(slide 2\)](#)

# FCC Forms and Post-Commit Requests

## My Landing Page



**Scroll  
Down**

To print the final PDF copy of the Form 471, return to My Landing Page and scroll to the bottom section for FCC Forms and Post-Commitment Requests.

### ▼ FCC Forms and Post-Commitment Requests

☒ FCC Forms

☐ Post-Commitment Requests

Form Type FCC Form 471

Funding Year 2019

Application Number	Nickname			
191000036	FY 2019 Form 471 for Category One			
191000046	test for certifier confirmation	2019	Certified	1/23/2019 1:35 AM EST
191000049	FY 2019-20 Category One Form 471 demo	2019	Certified	1/23/2019 11:25 AM EST
191000081	Funding Year 2019 Category Two application	2019	Certified	1/29/2019 9:06 AM EST

Change the Form Type drop-down to FCC Form 471 and the Funding Year to 2019. In the results, click on the Application Number to go the form's Summary Page.

# Download Final PDF copy

Records / FCC Forms 471

## Funding Year 2019 Category Two application - #191000081

Summary

Funding Requests

Review Inquiries

Discount Calculation

Entity Information

News

Related Actions

Incomplete

Certified

Review Status Awaiting Initial Review

### Application Information

Nickname Funding Year 2019 Category Two

**Reminder: E-rate retention rules require you to keep all E-rate documents for 10 years after the last date for service in the funding year. Funding Year 2019 paperwork must be kept until at least June 30, 2030 (or September 30, 2030 for Category Two).**

**Scroll  
Down**

### FCC Form 471 Generated Documents

FCC Form 471 Version

Original Version

**From the Summary page for your Form 471, click on the Original Version link at the bottom to download and print the final PDF copy that shows the certifications.**

# Receipt Acknowledgement Letter (1/2)

Records / FCC Forms 471

## Funding Year 2019 Category Two application - #191000081

Summary

Funding Requests

Review Inquiries

Discount Calculation

Entity Information

News

Related Actions



**E-rate Productivity Center** This Receipt Acknowledgement Letter (RAL) is an acknowledgement that USAC has received Pioneer County Public Library System's FCC Form 471 - 191000081 for Funding Year 2019 on 1/29/2019. Each service provider featured on this form will also be notified of the information submitted for the service provider.

It is important that you review this form now to make sure the projects listed on your FCC Form 471 are correct and complete, and if needed, take corrective action as soon as possible. You are allowed to correct errors on your form, but not others. For fields that allow a correction, you will be able to edit the field directly. To determine what corrections are allowed and when, see "Ministerial and Clerical Errors" on our website.

### NEXT STEPS

- Gather the documentation you used to complete your form and NSLP numbers, list of entities receiving services, ...[More](#)

Funding Year 2019 Cat... #208 Pioneer County ...

3 minutes ago ☆ Comment More Info ▼

Use the horizontal menu to switch from the Summary tab to the mini News feed for your Form 471. The only entry will be for the Receipt Acknowledgement Letter (RAL) – you won't get a paper copy. Click on the time stamp at the bottom left of the entry. The time stamp may say, "A moment ago", or "x hours ago" on the day you file the Form 471.

An entry for the RAL will also appear in the general News feed tab in the bright blue menu bar at the top of EPC.

# Receipt Acknowledgement Letter (2/2)



**E-rate Productivity Center** This Receipt Acknowledgement Letter (RAL) is an acknowledgement that USAC has received Pioneer County Public Library System's FCC Form 471 - 191000081 for Funding Year 2019 on 1/29/2019. Each service provider featured on this form will also be notified of the information submitted for the service provider.



It is important that you review this form now to make sure the products and services you have listed on your FCC Form 471 are correct and complete, and if necessary, take the appropriate corrective action as soon as possible. You are allowed to correct certain errors on your form, but not others. For fields that allow a correction, you will be able to edit the information in the form field directly. To determine what corrections are allowed and why, see the "List of Correctable Ministerial and Clerical Errors" on our website.

#### NEXT STEPS

- Gather the documentation you used to complete your form and the entries in your profile (e.g., NSLP numbers, list of entities receiving services, Category Two cost allocations) so that you can respond to questions from USAC about your form.
- Retain documentation showing that you have complied with all standards, with all statutes and E-rate program rules for at least 10 years after the last day of service delivered.
- Remember that applicant budgeted funds to provide necessary resources MUST NOT come directly or indirectly from a service provider.
- Work with your service provider to ensure timely delivery of discounted services.
- You can view your entire Form 471 by clicking the link below.
- You can access the Funding Request report using the link provided in More Info section.

Please keep a copy of this notification for your records. To print this notification, click on the Date below, and use your browser's print function.

Funding Year 2019 Cat... #208 - Pioneer County ...

4 minutes ago ☆ 📄 Comment Hide Info ▾

Application  
Number 191000081

Entity Number 208

Certification Date Jan 29, 2019

Funding Request Report [https://portal-training.usac.org/suite/tempo/actions/item/ksB0YLZsM4yuY0N6bli5jCQCCPDn1MeHVae8oOG5TUGvU\\_wfMEI7hHSS-uRZ\\_GOU5WJyWE2rSSEsnWWNRHizSJ2XLOYCkYIkmdOrcY](https://portal-training.usac.org/suite/tempo/actions/item/ksB0YLZsM4yuY0N6bli5jCQCCPDn1MeHVae8oOG5TUGvU_wfMEI7hHSS-uRZ_GOU5WJyWE2rSSEsnWWNRHizSJ2XLOYCkYIkmdOrcY)

**Print the full view of the Receipt Acknowledgement Letter (RAL) the same way you print a normal webpage; use File>Print in your browser menu, or tap Ctrl+P on your keyboard to open your printer prompt.**

**You can ignore the Funding Request report link at the bottom; it opens search opens for certified Form 471 entries.**





# RAL Modification Requests (1/2)

- **Some mistakes on the Form 471 may be corrected before USAC issues a funding commitment. These changes are called RAL Modification Requests, and they may be made after you receive the Receipt Acknowledgement Letter (RAL) but before funding is committed. Such corrections include:**
  - **Simple data entry errors such as transposed letters and numbers, misplaced decimal points**
  - **Incorrect citations: Contract #, 470 #, urban/rural status**
  - **Edits to information about eligible entities**

# RAL Modification Requests (2/2)

Records / FCC Forms 471

## Funding Year 2019 Category Two application - #191000081

Summary

Funding Requests

Review Inquiries

Discount Calculation

Entity Information

News

Related Actions



### Respond to Inquiries

Answer Reviewer Questions.



### Submit Modification Request (RAL)

Submit a RAL Modification Request for this Application

**To submit a Modification Request, navigate to your certified Form 471 from My Landing Page. On the horizontal menu, click on Related Actions, then Submit Modification Request (RAL). Contact the KDLA Technology Consultant for assistance.**

# PIA Application Review

- **Program Integrity Assurance (PIA) may request additional documentation to determine whether your application complies with E-rate rules, including:**
  - Eligibility of library branches listed on your application
  - Eligibility of the products and services listed on your funding request(s)
  - Your competitive bidding process, including your adherence to the 28-day posting requirement
- **Email notices will direct you to the E-rate Productivity Center to view and respond to questions. You have 15 days to reply to PIA requests. If you need help, contact [lauren.abner@ky.gov](mailto:lauren.abner@ky.gov). I receive notices if you don't reply after the first week.**

**See next page for example PIA request email**

# PIA Request Email

From: [portal@usac.org](mailto:portal@usac.org) [mailto:[portal@usac.org](mailto:portal@usac.org)] On Behalf Of [REDACTED]  
Sent: Friday, April 20, 2018 11:55 AM  
To: [REDACTED] <[\[REDACTED\]@publiclibrary.org](mailto:[REDACTED]@publiclibrary.org)>  
Subject: 1810 [REDACTED] - E-rate Review Information

## E-rate Review Information

Today's Date: 4/20/2018  
Response Due Date: 5/7/2018  
Contact Name: [REDACTED]  
Applicant Name: [REDACTED] PUB LIBRARY  
FCC Form 471 Application Number: 1810 [REDACTED]

Dear Applicant

We are in the process of reviewing your Funding Year 2018 FCC  
below. Please note that EPC allows you to begin working on your  
submitting your answers. Click "Submit" only when you have an

- Eligibility of Products and Services

[Click here to respond to inquiries](#)

[USAC Homepage](#)

If you have any questions as you work through your responses to  
e-mail to submit your responses to the PIA review inquiries. USA  
EPC. Again, please be sure to provide complete responses to all  
Extension" button, located at the top of the "Review Inquiries" page in EPC. Your first extension request will be automatically granted, and you will receive an additional seven days to respond. Be

**2018 example email with links to view  
application review questions in EPC. The  
subject line will say something like, 'E-rate  
Review Information', and will include the Form  
471 #.**

# Common PLA Questions

- **Eligibility of Products & Services**
  - Didn't list the SKU? Now's your chance!
  - Purchasing a rack – are you housing E-rate eligible equipment in it?
- **Eligibility of the Entity** – If you have a new entity number for a new branch, you'll have to show that the branch is eligible to participate in E-rate – ask the KDLA Technology Consultant for this information.
- **Category Two Budget**
  - Requesting more funding due to construction/renovation? Show proof of the square footage
  - Have your requests exceeded your available C2 pre-discount budget? Confirm what line items to remove from the funding request.

# Funding Commitments

- **Based on previous years, USAC will begin releasing funding in waves a few weeks after the Form 471 filing window closes. Once a Form 471 is reviewed, USAC will issue a Funding Commitment Decision Letter (FCDL) indicating which FRNs were funded and in what amounts.**
  - **Applicants receive a PDF copy by email when FCDLs are issued. FCDL can also be accessed again through My Landing Page in the E-rate Productivity Center. You will NOT receive a paper copy of the FCDL for FY 2019.**
  - **After receiving an FCDL, applicants must file a Form 486 to make CIPA certifications before any funding can be released for invoicing. The FY 2019 Form 486 may be available immediately after funding waves begin.**

# Post-Commitment Changes

## Slides 143-148

Service substitutions, SPIN changes, and the Form 500

[Return to Presentation Contents \(slide 2\)](#)

# Service Substitutions (1/2)

- **Service Substitutions are now filed in the E-rate Productivity Center**
- **Submit a Service Substitution if the product/service you listed on the Form 471 is no longer available or the equipment is not compatible with your library's existing equipment – request must be submitted & approved before you can complete E-rate invoicing for the affected FRN(s)**
- **Product or service must serve the same function**
  - **Example: substitute one firewall for another firewall if the particular model requested goes out of stock, but you can't use that funding to get a rack enclosure instead – not the same function**



# Service Substitutions (2/2)

- **Can't receive more funding than the amount already committed for the original product or service**
  - **If the substituted product/service is more expensive, the library will have to pay the difference for those higher costs**
- **Instructions are found on the USAC website:**
  - **<http://usac.org/sl/applicants/before-youre-done/service-substitutions.aspx>**

# SPIN Changes

- **The SPIN associated with your funding request(s) can be updated in some situations:**
  - **Corrective SPIN change** – used when you accidentally listed the wrong SPIN on the Form 471 or when mergers cause the SPIN to change
  - **Operational SPIN change** – used when you are forced to find another vendor due to vendor's bankruptcy or vendor's inability to provide services
- **For more information, see:**
  - <http://usac.org/sl/applicants/before-youre-done/spin-changes/default.aspx>

# Form 500 (1/2)

- **Reasons to file the Form 500:**
  - **Adjusting the Service Start Date on a previously filed Form 486**
  - **To adjust the Contract Expiration Date listed on the Form 471**
  - **To request an extension of the service delivery and installation deadline for non-recurring services (example – construction/renovation delays causing C2 installation delays)**
  - **To cancel or reduce the amount of an FRN (irrevocably!)**
  - **To notify USAC of an equipment transfer within the three year prohibition on equipment transfers due to a temporary or permanent entity closure**

# Form 500 (2/2)

- **As of December 2016, the Form 500 is filed in the E-rate Productivity Center**
  - **For Funding Year 2016 funding requests and forward, the form is filled out electronically**
  - **For Funding Year 2015 funding requests and prior, you must download a paper copy of the form, fill it out by hand, and then upload it in the E-rate Productivity Center**
- **More information on USAC website:**
  - **<http://usac.org/sl/applicants/before-youre-done/500-filing.aspx>**

# Wrap-Up

## Slides 149-153

[Return to Presentation Contents \(slide 2\)](#)

# Resources

- KDLA's E-rate page
  - <https://kdla.ky.gov/librarians/programs/e-rate/Pages/default.aspx>
- USAC Schools & Libraries homepage
  - [www.usac.org/sl](http://www.usac.org/sl)
- USAC Client Service Bureau
  - 1-888-203-8100 or through your [E-rate Productivity Center](#) account
- E-rate Central
  - <https://e-ratecentral.com/>

# Sign up for KYTECH LISTSERV®

- **For Library Technology Support Staff:**
  - KYTECH is a monitored discussion list devoted to those who work with technology for their library. By using this LISTSERV®, individuals from around the state will have the chance to ask questions, share ideas, voice concerns, and make valuable contacts all through their e-mail.
  - TO SUBSCRIBE: Send a blank message to: [join-kytech@listserv.ky.gov](mailto:join-kytech@listserv.ky.gov)
- **E-rate updates and reminders are posted to KYTECH**

# Archived Recording

In the next week, the recording of this presentation will be posted on the KDLA Archived Webinars page:

<https://kdla.ky.gov/librarians/staffdevelopment/kdlaarchivedwebinars/Pages/default.aspx>

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### Webinar Ideas

Would you like to present a webinar with KDLA? Let us know! Submit your great idea [here](#) and we'll contact you about it!





**For E-rate questions or for assistance with filing forms, please contact KDLA.**

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**Please complete KDLA's survey for this webinar:**  
<https://www.surveymonkey.com/r/ErateForm471forCategoryTwoFundingYear2019>



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[Return to Presentation Contents \(slide 2\)](#)